



2002–2003 CALENDAR

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BC Open University



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College  
Career and College  
Preparation

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For More Information

**WEBSITE**

[www.bcou.ca](http://www.bcou.ca)

**MAIL**

Open Learning Agency  
Student Services  
Box 82080  
Burnaby, BC V5C 6J8  
Canada

**PHONE AND EMAIL**

**Student Services**

604-431-3300  
1-800-663-9711 (toll-free in  
Canada)  
Email: [student@bcou.ca](mailto:student@bcou.ca)

- OLA calendar orders
- Course and program information
- Admission
- Registration
- Transfer credit
- Course materials, texts, supplies
- Course withdrawals and extensions
- Examination inquiries
- Student records
- Financial assistance

**Services for Students  
with a Disability**

Disability Services Office (DSO)  
604-431-3043  
1-800-663-1663, ext. 3043  
(toll-free in Canada)  
TTY 604 431 3361  
Email: [dso@ola.ca](mailto:dso@ola.ca)

**Student Library Service**

604-431-3403  
1-800-663-1699 (toll-free in  
Canada)  
Visit or write OLA:  
4355 Mathissi Place  
Burnaby, BC V5G 4S8

# Welcome

For twenty-three years, BC Open University has been providing education with you, the student, in mind.

We know that getting the educational credentials you need is not always easy. From finding the right program of study, to transferring credits, to balancing schoolwork with career and family commitments—the challenges for today's students are many.

At BC Open University, we're committed to removing these barriers and helping you to achieve your educational goals.

Much more than just a distance education provider, we work with you to develop personalized learning plans, ensure that you receive maximum credit for your prior learning, and give you access to the courses you want, how, and when you need them.

That's why more than 16,000 students each year choose to learn with us, and how over 6,600 students have earned their Open College diplomas or BC Open University degrees.

We hope you will take the time to review the more than 500 distance education courses available to you through BC Open University and its consortium partners.

Welcome to a new way of thinking about education.



Terry Piper, Ph.D.  
President and CEO (interim),  
Open Learning Agency  
Provost, BC Open University

## **CERTIFICATE PROGRAMS**

ABE Intermediate  
ABE Advanced  
Business Skills  
Career Practitioner  
Computer Programming  
Database Administrator  
General Studies  
Home Support Attendant  
Information Technology  
Management Studies  
Network Specialist  
Nurse Refresher  
Office Skills  
Practical Nurse Refresher  
Social Service Worker  
Workplace Leadership Foundation

## **DIPLOMA PROGRAMS**

Adult Graduation  
General Studies  
Information Technology  
and Management  
Management Studies

## **INDUSTRY/VENDOR PROGRAMS**

Cisco (CCNA)  
CompTIA (A+)  
Help Desk and  
Technical Support Specialist  
Microsoft (MCSE)  
Oracle (OCP-DBA)

Open Learning Agency (OLA) is a member institution of the Association of Community Colleges of Canada (ACCC).

## **POST-DIPLOMA PROGRAMS (or equivalent)**

Advanced Certificate/Diploma  
in Management

## **DEGREE PROGRAMS**

Associate of Arts  
Associate of Science  
Bachelor of Arts, General Program  
Bachelor of Arts, General Studies  
Bachelor of Arts, Major Program  
Bachelor of Business Administration  
Bachelor of Business in Real Estate  
Bachelor of Design  
Bachelor of Fine Art  
Bachelor of General Studies  
Bachelor of Health Science  
(Physiotherapy)  
Bachelor of Health Science  
(Psychiatric Nursing)  
Bachelor of Health Science  
(Respiratory Therapy)  
Bachelor of Music (Jazz Studies)  
Bachelor of Music (Performance)  
Bachelor of Music Therapy  
Bachelor of Science, General Program  
Bachelor of Science, Major Program  
Bachelor of Technology (Computing)  
Bachelor of Technology  
(Technology Management)  
Bachelor of Tourism Management

**Individual courses are also offered.**

BC Open University (BCOU) is a member institution of the Association of Universities and Colleges of Canada (AUCC).

## **MISSION**

To enhance the personal growth of individuals and their performance in society and in the workplace through the provision of high-quality, flexible learning products, services, and systems.

# Calendar

## 2002–2003

### Calendar Notice

The 2002–2003 *Open Learning Agency (OLA) Calendar* is in effect from September 1, 2002, to August 31, 2003, and describes courses and programs offered through OLA at the time of publication.

Refer to the online OLA Calendar at [www.bcou.ca](http://www.bcou.ca) for information about new courses and programs and changes to courses, programs, or administrative and academic policies occurring after publication of the print calendar.

The online OLA Calendar is the official version of the calendar and takes precedence over information published in the print calendar.

### Notice to Students

Most courses and programs offered by the Open Learning Agency have Canadian content. Though some select courses may be offered in alternate languages, the language of business at the Open Learning Agency is English and therefore services are provided in English. Students registering in college or university courses are expected to have reading and writing skills in English at the British Columbia post-secondary level.

The Open Learning Agency will assist students with any questions or problems which may arise concerning the interpretation of academic regulations. It is, however, the responsibility of students to see that their academic programs meet the regulations of a particular institution in all respects.

### Freedom of Information and Protection of Privacy

Personal information about students is collected and used under the Freedom of Information and Protection of Privacy Act (1992) for admission, registration, and other purposes consistent with the Open Learning Agency's educational mandate.

A signed Course Registration form or Program Admission form from a student gives the Open Learning Agency permission to use the personal information on the form for the above stated purposes. Under the Act, this personal information is also protected from unauthorized disclosure. For more information, contact the head librarian, responsible for Freedom of Information and Protection of Privacy at the Open Learning Agency.

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### OLA Calendar Production

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Special thanks to the Project and Content Teams

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### Disclaimer

The goal of the participating institutions is to serve students efficiently and effectively in their educational plans. In particular, the institutions seek to ensure that students are always treated justly, courteously, and sympathetically. However, eventualities may arise from time to time which require changes or amendments to some of the statements made in this calendar.

While every effort has been made to ensure accuracy in this publication, the contents of this calendar are subject to alteration or amendment without prior notice. The institutions expressly reserve the right to deviate from what appears in this calendar, in whole or part. Without limiting the generality of the foregoing, this may include changes to programs, courses, fees, or schedules.

Many circumstances, both within and beyond the control of the institutions, may cause changes. Again, without limiting the generality of the foregoing, these may include:

- Changes to serve the better interests of the academic or student community, or of the institutions
- Changes occurring through the willful act or negligence of the institutions, their partner institutions, and their employees, or otherwise, and whether or not they are beyond the reasonable control of the institutions
- Changes in financial resources
- Natural catastrophes or disasters, labour disagreements, or disputes

The institutions do not accept, and hereby expressly disclaim, any responsibility or liability to any person, persons, or other legal entities, for any loss, injury, damages, or adverse effect, direct or indirect, from what is printed in this calendar, whether such deviation is caused by the negligence of the institutions or otherwise. By registering for a course with the institutions or by having any dealings with a participating institution, a student thereby accepts such disclaimer and releases the institution from any such responsibility or liability.

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- **REGISTRATION**

- **ACADEMIC AND  
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This section provides information about choices and services available to students, registration processes for distance courses and programs delivered by the Open Learning Agency (OLA), and academic regulations established by OLA.

## Courses and Programs

The Open Learning Agency (OLA) offers courses and programs at three levels:

- Career and College Preparation (secondary school completion, Adult Basic Education)
- College
- University

Credentials awarded include adult secondary school completion, certificates, diplomas, associate degrees, and bachelor's degrees (master's or doctorate degrees are not available at this time).

OLA delivers over 200 distance courses of its own, while its consortium partners—Simon Fraser University (SFU), the University of British Columbia (UBC), and the University of Victoria (UVic)—deliver another 322. Other courses and programs are offered in co-operation with various educational institutions, professional associations, workplaces, and community organizations. Collaborative approaches such as these offer students a range of choices in recognized post-secondary education.

### Continuous Course Registration

As many distance courses delivered by OLA are offered on a continuous basis, students may register throughout the year. Labs, clinicals, selected classroom offerings, and an increasing number of paced online courses have fixed start dates.

### Flexible Course Scheduling

Most distance courses delivered by OLA are designed for students to complete within a specified time frame at a place and pace that suit their needs.

### Varied Course Formats

Courses are offered in a variety of formats, including:

- Print materials with tutor support
- Print materials with phone or online discussions with a tutor and other students
- Print materials with audio and video providing demonstrations, dramatizations, and other components of the learning experience
- Web-based and online delivery, including some of the above features
- Fieldwork, labs, clinicals
- Face-to-face in a classroom setting

## Instructional Methods

Students registered in most credit and non-credit courses offered at a distance by OLA receive instructional support from highly qualified tutors. These courses are delivered via the following instructional methods:

- Print/Phone—Students normally communicate with their tutor by phone and submit assignments by regular mail. There are no required online components to these courses.
- Online—Students communicate with their tutor by email and submit assignments by email. Participation in online class discussions/seminars may or may not be required, depending on the course. Students require access to a suitable computer with an Internet connection.
- In Person—Students communicate with their tutor face-to-face, in classrooms and/or labs, and submit assignments by mail and in some cases in person.

Not all courses are offered with all instructional methods, and many courses combine methods to help students learn in a variety of ways.

## Recognized Credentials

Students considering completing a program through OLA should identify a program of interest to them and then contact Student Services to:

- Review and confirm educational goals.
- Clarify the process for receiving credit for previous formal and non-formal learning.
- Confirm how to apply for program admission.
- Determine with an advisor which courses are needed to complete a program.

In some cases students may use certificate, diploma, or associate degree studies toward a university degree.

Not all courses needed to complete certain programs are offered through OLA. In many cases, in order to complete program requirements, courses are taken at other post-secondary institutions with a Letter of Permission.

Degree programs offered in association with institutions outside BC may specify fees which vary according to the relationship of OLA with a particular institution.

Students completing a college-level program through OLA are awarded an Open College (OC) credential.

Students completing a university-level program through OLA are awarded a BC Open University (BCOU) credential.



### Recognition and Accreditation

Many professional associations, businesses, industries, community colleges, provincial institutes, and universities recognize the credits earned through OLA courses and programs. Professional associations recognizing credentials earned through OLA include:

Applied Science Technologists and Technicians of BC  
 Appraisal Institute of Canada, BC  
 Association of Administrative Assistants  
 Association of Tourism Professionals  
 Canadian Alliance of Physiotherapy Regulators  
 Canadian Healthcare Association  
 Canadian Institute of Management  
 Canadian Payroll Association  
 Certified General Accountants Association  
 Certified Management Accountants Society of BC  
 College of Dental Hygienists of BC  
 College of Licensed Practical Nurses of BC  
 College of Physical Therapists of BC  
 Credit Union Institute of Canada  
 Institute of Canadian Bankers  
 Institute of Chartered Accountants  
 Institute of Chartered Secretaries Association  
 Municipal Officers' Association  
 Purchasing Management Association of Canada  
 Real Estate Institute of BC  
 Registered Nurses Association of BC

## OLA Community-based Resources

### First Nations Learning Centres

In its commitment to First Nations learners, OLA has assisted in the development of many community-based First Nations Learning Centres across the province. At these centres, First Nations students learn at their own pace in a setting that is in tune with their culture and their own communities. OLA's partner First Nations Learning Centres offer Adult Basic Education (ABE) upgrading courses and programs, business and other college courses, and some university-level courses. OLA can also help tailor a program to meet the needs of First Nations communities. For more information, contact OLA: 604-431-3041 or 1-800-663-1663, ext. 3041 (toll-free in Canada).

### OLA Skills Centres and Career Access Centres

OLA has established Skills Centres and Career Access Centres throughout British Columbia to help British Columbians who are unemployed or in career transition find meaningful employment or educational opportunities.

OLA Skills Centres (listed on page 76) offer non-credit and credit courses and programs onsite (refer to pages 76–79). These centres use advanced telecommunications and information technologies to provide flexible training tied to the requirements of local industry and labour markets.

OLA Career Access Centres (listed below), established in co-operation with Human Resources Development Canada (HRDC), provide a wide variety of services designed to meet the specific needs of communities.

### OLA Career Access Centres

Burnaby Training Access Centre: 604-718-4233  
 200–5000 Kingsway, Burnaby, BC V5H 2E4

South Delta Employment Access Centre: 604-940-5900  
 220–5000 Bridge Street, Ladner, BC V4K 2K4

North Shore Employment Access Centre: 604-903-3210  
 200–123 East 15th Street, North Vancouver, BC V7L 2P7

Richmond Employment Access Centre: 604-303-7900  
 290–3631 No. 3 Road, Richmond, BC V6X 2B9

OLA Community Career Centre: (250) 377-4560  
 236 St. Paul Street, Kamloops, BC V2C 6G4

Salmon Arm Community Career Centre: (250) 832-9476  
 Box 747 171 Shuswap Street, Salmon Arm, BC V1E 4P2

Sicamous Community Career Centre: (250) 836-3403  
 2A–231 Finlayson Street, Sicamous, BC V0E 2V0

## Educational Advising Services

Prospective students and returning students can get assistance with developing educational plans consistent with their goals and objectives. Advisors can answer questions concerning prerequisites and entrance requirements to specific programs, transfer credit, challenge credit, assessment of informal credit, program planning, course sequencing, and course selection. Information is provided for students who need help with study skills or other education-related concerns. Refer to the Website or contact Student Services.

A Financial Aid and Awards service helps students access institutional and government financial assistance. Refer to pages 14–16 for more information.

### Proficiency in English

Prospective students are required to have proficiency in English at a level suitable to the course or program of study for which they are applying. While most OLA courses and programs do not require any particular English proficiency tests, prospective students who have English as a second language may be asked to provide information concerning their proficiency in English.

#### Guideline

The following information is provided as a guideline.

Students who meet one of the requirements below should have sufficient English proficiency to attempt courses not having specific course prerequisites beyond English 12:

- Test of English as a Foreign Language (TOEFL) Computer Based Test (CBT) with a minimum score of 250 (600 on the paper-based test), or
- TOEFL CBT with a minimum score of 230 (570 on the paper-based test) and a minimum essay (TWE) score of 4.5, or
- International English Language Testing System (IELTS) with a minimum score of 6.5.

Students who have not obtained the above level of proficiency should refer to the English Language and Writing Assessment information on this page before registering in ENGL courses and should discuss their plans with an OLA advisor before registering in any other courses and programs.

## English and Mathematics Assessments

OLA's college and university courses require post-secondary English reading and writing skills. For students wanting to upgrade their English or mathematics skills, there are voluntary assessments available to help determine skill levels.

- The English Language and Writing Assessment can help students choose an English course at the level best suited to their needs. OLA's college and university courses require post-secondary reading and writing skills, and students who have been away from formal studies for some time are encouraged to make use of an English assessment. This assessment is only available to students residing in Canada. To order an assessment, contact Student Services.
- An English assessment with First Nations content is available for First Nations students.
- The Mathematics Assessment self-test helps students to select a mathematics course at the right level.

### LPI Score and Required Level of Study

LPI score levels and the corresponding levels of college- and university-level English recommended are listed below.

#### Level 6

Enrol in first-year university course, e.g., ENGL 100 or 102, or college-level ENGL 107 if suitable for student's goals.

#### Level 5

Enrol in first-year university course, e.g., ENGL 100 or 102, or college-level course suitable for student's goals.

#### Level 4

Enrol in college-level ENGL 106 or (ABE) ENGL 030.

#### Level 3 and Below

Remedial English is required—discuss level with an OLA advisor.

### LPI Resources

A provincially recognized assessment—the Language Proficiency Index (LPI)—is available for a fee from UBC's Applied Research and Evaluation Services. Phone: 604-822-4145.

*Perfecting Your Second Language* is a book that may be of interest to prospective LPI takers. It can be ordered from OLA Curriculum Sales.

Phone: 604-431-3210 or 1-800-663-1653 (toll-free)

Fax: 604-431-3381 Email: catalogue@ola.ca

Item Number: 101323 Cost: \$10.92 + shipping + taxes

## Library Services for Students

Library and information services are provided to all students currently registered in courses delivered by OLA. The service is accessible via the Web, by telephone, fax, email, regular mail, and in person at the Library at the Open Learning Agency, 4355 Mathissi Place, Burnaby.

Electronic and print resources are available through the OLA Library. Some of the core services provided to students include:

- Database searching
- Access to electronic full-text and citation databases
- Access to SFU's collection of books and periodicals
- Study skills information
- Access to skilled librarians who will provide research assistance and searching tips

Library cards for local libraries are available by request at the OLA Library.

Students registered in courses delivered by SFU, UBC, or UVic acquire library services through the institution delivering the course.

### Library Services Available to OLA Students Residing in Canada or outside Canada

- Toll-free telephone access is available to students residing in Canada.
- Telephone access is at the student's expense for students residing outside Canada.
- Access to electronic resources is available to students residing in Canada or outside Canada.
- Book and video loans are available to students residing in Canada. Some book materials cannot be mailed outside Canada. Return of videos is at the student's expense.
- Photocopies of journal articles and small portions of books are mailed first-class to students residing in Canada or outside Canada.

Students are responsible for all charges associated with overdue or lost library materials. Official transcripts are withheld until charges are cleared.

- OLA Library  
<http://library.ola.ca>  
 604-431-3403  
 1-800-663-1699 (toll-free in Canada)

## Services for Students with a Disability

Students with a disability can contact the Disability Services Office (DSO) to discuss available services.

Services provided by DSO may include:

- Course material and OLA publications in alternative formats, e.g., electronic or large print
- Referrals for adaptive technology and equipment
- Modification and accommodation of examinations
- Disability-related general guidance and support

Adaptive equipment or materials take time to arrange. Therefore, students are advised to indicate their intention to register a minimum of ten weeks before their intended course start date. Verification of disability is required to receive services from DSO.

The types of services available may be different for students residing outside British Columbia and for students taking courses delivered by SFU, UBC, and UVic.

Students requiring services should self-identify at the time of course registration or program admission or contact DSO.

- Disability Services Office (DSO)  
[www.ola.ca/services/disabilities.html](http://www.ola.ca/services/disabilities.html)  
[dso@ola.ca](mailto:dso@ola.ca)  
 604-431-3043  
 1-800-663-1663, ext. 3043 (toll-free in Canada)  
 TTY 604-431-3361

## Admission Policy

All persons are eligible for general admission to the Open Learning Agency and can apply for registration in courses and admission to programs.

Differential fees and services may apply to applicants who are not permanent residents of British Columbia.

### Definitions

#### Open Admission

Students do not require a specific grade point average (GPA) and are not required to submit transcripts from secondary school to be admitted to the Open Learning Agency and to register in courses.

#### Permanent Residents of British Columbia

A permanent resident of British Columbia is defined as a person who resides in British Columbia and possesses Canadian citizenship or landed immigrant status.

#### International Students

An international student is defined as a person (a) who does not possess Canadian citizenship, or (b) who is not classified as a permanent resident of Canada under Canadian immigration regulations.

Non-Canadian students who are temporarily resident in Canada are eligible to enrol in courses and programs provided all Employment and Immigration Canada regulations have been fulfilled. Categories include but are not limited to those on a student, visitor, or work authorization visa.

Non-Canadian students who are currently enrolled at another post-secondary institution in Canada are eligible to take courses, but are not eligible to enrol in programs unless the program is offered in partnership with the institution they are attending. OLA coursework cannot be used to establish or extend a student authorization (student visa).

### Requirements

- Applicants must have proficiency in English at a level suitable to the course or program of study for which they are applying. Students who have English as a second language may be required to provide information concerning their proficiency in English. Refer to page 4 for details of the English proficiency requirement.
- Applicants applying to specific programs are required to fulfill program admission requirements.
- Applicants registering in courses must demonstrate that they have the required course prerequisites.

## Admission to a Program

- Students who plan to complete a credential with the Open Learning Agency must complete and submit the OLA Program Admission form, provided at the end of this calendar, on the Website, and on the Post-Secondary Application Service BC (PASBC) Website: [www.pas.bc.ca](http://www.pas.bc.ca)
- Students who have only taken courses with the Open Learning Agency and now want to complete a program must inform Admissions in writing.
- Students who are not intending to complete an OLA post-secondary credential may register directly for most courses. Refer to pages 8–13.
- Visiting students planning to take courses through OLA for transfer to another institution can register in courses without submitting transcripts. Although a Letter of Permission is not required by OLA, it is normally required that students obtain one from their home institution to ensure that the course(s) selected applies to their program of study.
- Where OLA offers degree programs in association with institutions outside BC, fees may vary according to OLA's relationship with a particular institution.

### Transferring Credit from Other Institutions

Students who want to apply to receive formal transfer credit for courses and programs completed elsewhere should follow these procedures:

- Identify the Open College (OC) or BC Open University (BCOU) program to be completed.
- Read all the rules and regulations pertaining to transfer credit and admission requirements of the selected program.
- Complete the Program Admission form and submit it, with the required fees for transfer credit assessment, to OLA Admissions.
- Arrange to have official transcripts from all post-secondary institutions attended sent to OLA Admissions. Transcripts are to be sent from the registrar's office of the post-secondary institution(s) where the program or courses were completed.  
  
Documents from outside Canada may need to be evaluated by the International Credential Evaluation Service (ICES).
- Provide additional supporting documentation with the application, particularly if the coursework is over seven years old or if the course(s) were completed outside BC.

OLA begins the assessment of formal education on receipt of all three of the following: (1) completed Program Admission form; (2) full fee payment for the assessment of transfer credit; and (3) transcripts of all post-secondary work.

Results of the assessment and, in some cases, a program plan are sent to students. The plan explains how the courses for which credit has been given apply to the OC or BCOU credential, and identifies the remaining amount of credit and any specific courses needed to meet the program requirements. Students are advised that not all courses awarded transfer credit may apply toward meeting the requirements of the credential selected (refer to policies on pages 18–20). Refer to page 10 for the program plan fee.

### Transferring Credit to Other Institutions

BC's post-secondary education system has a well-established transfer credit system, particularly designed for students planning to take individual courses or a partial university program through a community college or university college.

Students planning to register in OLA's college or university courses and planning to complete a program offered by another institution are advised to obtain that institution's calendar to determine initial program requirements. Transfer information is available in the *BC Transfer Guide* ([www.bccat.bc.ca](http://www.bccat.bc.ca)).

Courses listed in this calendar delivered by Simon Fraser University (SFU), the University of British Columbia (UBC), and the University of Victoria (UVic) are OLA university-level courses for which students receive OLA credit. It is the student's responsibility to be aware of transfer credit policies prior to registration for courses they plan to transfer to other institutions.

### SFU, UBC, UVic Transfer Credit

Students are advised that courses delivered by SFU, UBC, or UVic may not automatically be accepted for transfer credit to a specific program of studies by the institution delivering the course. Students planning to take courses through OLA and then transfer the credit to another institution should consult the *BC Transfer Guide* ([www.bccat.bc.ca](http://www.bccat.bc.ca)).

Students should note that registration in a course delivered by SFU, UBC, or UVic does not mean a student is admitted to that institution. Students are advised to contact individual institutions about admission policies. Refer to pages 176–178 for contact information.

### Prior Learning Assessment and Recognition (PLAR)

Students who believe that they have significant learning appropriate to their educational goal may be eligible for credit based on an assessment of their non-formal or prior learning—the skills and knowledge gained through learning experiences such as industry-based training, professional development workshops and seminars, private study, and work experience. (Students who have completed formal courses and programs should apply for a transfer credit assessment before having their non-formal learning assessed.) Eligibility for PLAR credit varies by program. Contact Student Services to consult with an OLA program advisor for details.

Refer to prior learning assessment and recognition (PLAR) policies on pages 20–21 and to the PLAR Website: [www.ola.ca/pla](http://www.ola.ca/pla)

### International Credential Evaluation Service (ICES)

ICES, a service of OLA, provides educational evaluation services for individuals who have completed studies outside Canada. ICES reports, issued to individuals, employers, associations, and regulatory bodies, provide a comparison of international and Canadian educational credentials. ICES reports are required for admission to over fifty educational institutions, professional associations, and other organizations. Access the ICES application form on the Website: [www.ola.ca/ices](http://www.ola.ca/ices) or phone: 604-431-3402 or email: [icesinfo@ola.ca](mailto:icesinfo@ola.ca)

### Credit Review Service (CRS)

CRS is a unique national program designed to recognize learning and award academic credit to workplace-based training programs that are comparable to those offered at colleges or universities. Learners who successfully complete quality training through their organizations may use the earned credit toward certificate, diploma, or degree programs offered by OLA or other post-secondary institutions across Canada. Refer to the Website: [www.ola.ca/credit](http://www.ola.ca/credit) or phone: 604-431-3433 or email: [credit@ola.ca](mailto:credit@ola.ca)

## Registration and Course Completion

### OLA Distance Courses: Registration

- Many OLA-delivered distance courses are offered on a continuous basis, so students may register throughout the year. Labs, clinicals, selected classroom offerings, and an increasing number of paced online courses have fixed start dates.

Some courses listed in this calendar may not be available at all times. Also, new courses may not be listed. To obtain up-to-date information, refer to the Website or contact Student Services.

OLA courses which have rental materials (equipment and videos) are not available to students residing outside Canada.

- Refer to registration, cancellation, withdrawal, extension, and repeat registration policies on pages 21–23.

### Credit Courses

- Credit courses require that students complete all coursework, including assignments and the final examination or project.
- Full tutorial support throughout the duration of the course is provided for all credit courses.

### Credit-free Courses

- Some courses offer a credit-free option. Students complete coursework, including assignments, with full tutorial support but are not required to write the final examination. Refer to the policy on page 21.
- This option is identified with **(M)** on the course title line in the course descriptions section.

### Private Study

- Those wanting to pursue private study without formal course instruction may purchase course materials through OLA Curriculum Sales, phone: 604-431-3210 or 1-800-663-1653 (toll-free).
- Individuals choosing this option do not register in the course and are not OLA students.

#### Prerequisites—OLA, SFU, UBC, UVic Courses

- Course prerequisites are specified in the course descriptions in this calendar and on the Website. Students are not required to submit transcripts in order to register in a course that has prerequisites.
- When registering for courses, students are required to declare that they have met the formal or equivalent prerequisites. Students who provide a false declaration may be subject to penalties under the student conduct policy (refer to pages 17–18).

### OLA Distance Courses: Completion

- Most 3-credit OLA-delivered distance courses are designed to be completed within a four-month period, based on twelve to fifteen hours of study time per week. However, the maximum course completion time for these courses is thirty weeks from the date of registration. Students normally receive their course package by courier within three weeks of registering. As many courses are self-paced, students may choose to complete a course in less than the allowed maximum time.

OLA course packages include all the required texts and course materials unless otherwise noted.

Students also receive information about their course tutor. Tutors contact students registered in courses, or students may choose to contact their tutor first.

- By choosing an early examination session, students may complete a course in less than thirty weeks. Students may usually choose from three examination sessions over the thirty-week period from the date of registration. This schedule is included in the student's confirmation of registration package.
- Full-time financial aid students should refer to their Study Contract for course completion deadlines.

### Examinations

- The final examination for an OLA self-paced, independent-study course is either a supervised written examination held in an OLA examination centre in BC or other supervised location arranged by the student, or a project examination normally completed at the student's residence. Students are required to complete all assignments and pass the final examination to receive credit for a course. Students who fail the final examination or project, fail the course. There is an option for one repeat registration.
- Refer to examination policies on pages 23–24.
- Instructions for applying to write examinations are included in a student's confirmation of registration package and *OLA Student Handbook*.

#### 2002–2003 OLA Examinations

Examination Session	Application Deadline
October 19–22, 2002	September 19, 2002
December 7–10, 2002	November 7, 2002
February 15–18, 2003	January 15, 2003
April 12–15, 2003	March 12, 2003
June 14–17, 2003	May 14, 2003
August 9–12, 2003	July 9, 2003

### SFU Distance Courses

- Courses are offered three times a year—September, January, May. The registration deadline is fifteen working days prior to the course start date. However, space is limited and early registration is advised. Not all courses are offered every semester.

Students are sent a letter by OLA confirming course registration. SFU provides course packages which include all the required texts, course materials, and instructions on how to proceed.

- Students are required to complete the course in thirteen weeks from the course start date (normally the first Monday in September, January, or May), and submit assignments according to established timelines. Many courses have mid-term examinations. Final examinations are scheduled on specific dates in weeks fourteen or fifteen and are arranged by SFU. Course completion times are given in the course descriptions.
- Those wanting to audit a course delivered by SFU should contact the institution directly.
- Distance courses delivered by SFU may not be available to international students residing outside Canada. Contact SFU for more details. Refer to page 176 for contact information.

### UBC Distance Courses

- Some courses are offered six times a year—September, November, January, March, May, July. Others are offered three times a year, and some are available only once or twice a year. The registration deadline varies, depending on the course. However, space is limited and early registration is advised.

Students are sent a letter by OLA confirming course registration. UBC provides course packages. Registered students receive instructions by mail about purchasing texts and course materials from the UBC Bookstore.

- Courses are of variable lengths. A schedule for course completion is included in the course package or posted on the UBC Website, together with timelines for submitting assignments. Course completion times are given in the course descriptions.
- Those wanting to audit a course delivered by UBC should contact the institution directly.
- Distance courses delivered by UBC may not be available to international students residing outside Canada. Contact UBC for more details. Refer to page 177 for contact information.

### UVic Distance Courses

- Course start dates are specific to the program area offering the course. Course start dates are given in the course descriptions. If none is listed, contact the program area at UVic.

Students are sent a letter by OLA, confirming course registration. Registered students receive instructions by mail about purchasing texts and course materials from the UVic Bookstore.

- Course completion times are given in the course descriptions. If none is listed, contact the specific program area at UVic (refer to page 178 for contact information).
- Those wanting to audit a course delivered by UVic should contact the institution directly.
- Some distance courses delivered by UVic are available to international students residing outside Canada. Contact the individual programs at UVic for more details.
- Some courses delivered by UVic include face-to-face lab, classroom, or field-trip components. These components may require travel to UVic or a designated site. Contact the specific program area at UVic for more details. Refer to page 178 for contact information.

#### Examinations—SFU, UBC, UVic Courses

Examinations for courses delivered by SFU, UBC, and UVic are arranged by the individual institution. Refer to page 25 for more information.

### Transcripts

- After completing a course, students automatically receive one unofficial transcript with their grade.
- Students may order official transcripts by accessing MyOLA on the Website or by completing and submitting the Transcript Request form, provided on the Website and in the OLA Forms Package.

## Tuition, Fees, Other Course Costs

### OLA Distance Courses

#### Permanent Residents of BC

##### High-school Completion (ABE) Courses

\$0 tuition + \$70 course administration fee  
+ texts + course materials

##### College and University Courses

\$70 tuition per credit + \$70 course administration fee  
+ texts + course materials

##### Seniors (65 years +)

\$17.50 tuition per credit + \$70 course administration fee  
+ texts + course materials

#### Permanent Residents of Canada, Residing outside BC

##### High-school Completion (ABE) Courses

\$70 tuition + \$75 non-BC surcharge  
+ \$70 course administration fee + texts + course materials

##### College and University Courses

\$70 tuition per credit + \$75 non-BC surcharge  
+ \$70 course administration fee + texts + course materials

#### International Students

##### High-school Completion (ABE) Courses

\$210 tuition + \$70 course administration fee  
+ texts + course materials

##### College and University Courses

\$210 tuition per credit + \$70 course administration fee  
+ texts + course materials

- A permanent resident of BC is defined as a person who resides in BC and possesses Canadian citizenship or landed immigrant status.
- A permanent resident of Canada residing outside BC is defined as a person who resides outside BC and possesses Canadian citizenship or landed immigrant status.
- An international student is defined as a person (a) who does not possess Canadian citizenship, or (b) who is not classified as a permanent resident of Canada under Canadian immigration regulations.

#### Credit-free Courses (M)

Applicable tuition per credit + \$70 course administration fee + texts + course materials

#### Course Extensions—All Students

\$80 per course (not all courses are eligible for extension)

#### Program Plans

\$50 per certificate program plan

\$50 per diploma program plan

\$125 per degree program plan

#### Re-assessments (Program Plan Change)

\$50 per program

#### Repeat Registrations

Refer to policy on page 23.

#### Formal Grade Appeals—All Students

\$100 per course. Refer to policy on pages 26–27.

#### Transfer Credit Assessments

\$40 BC documents only

\$75 Non-BC documents or combined

#### Course Materials Return: Restocking Fee

\$25 per return instance. Refer to policy on page 22.

- Fees are subject to change without notice.
- Yukon residents pay the same tuition as BC residents.
- Some courses and programs delivered by OLA are subject to alternate fee schedules. Refer to individual course descriptions on the Website or contact Student Services.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.



**SFU Distance Courses****Permanent Residents of BC****Permanent Residents of Canada, Residing outside BC**

\$95.10 tuition per credit + \$45 course administration fee  
+ texts + course materials

**Seniors (60 years +)**

\$0 tuition + \$45 course administration fee

**International Students**

\$285.30 tuition per credit + \$45 course administration fee  
+ texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on audit courses, contact SFU. Refer to page 176 for contact information.

**UBC Distance Courses****Permanent Residents of BC****Permanent Residents of Canada, Residing outside BC**

\$88.70, or \$96.70, or \$101 tuition per credit  
+ \$45 course administration fee + texts + course materials  
Tuition varies by the program. Refer to the Website.

**Seniors (60 years +)**

\$0 tuition + \$45 course administration fee + texts

**International Students**

\$516 tuition per credit + \$45 course administration fee  
+ texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on audit courses, contact UBC. Refer to page 177 for contact information.

**UVic Distance Courses****Permanent Residents of BC****Permanent Residents of Canada, Residing outside BC**

\$93.20 tuition per credit + \$45 course administration fee  
(varies by course) + texts + course materials  
(3 BCOU credits = 1.5 UVic units)

**Seniors**

No reduced fees

**International Students**

\$279.60 tuition per credit + \$45 course administration  
fee (varies by course) + texts + course materials

- Fees are subject to change without notice.
- The course administration fee is non-refundable when students cancel their registration or withdraw from a course.
- For information on audit courses, contact UVic. Refer to page 178 for contact information.
- Fees listed do not apply to courses in Technology, Engineering, and Computing programs, Cultural Resource Management program, CACE program, Environmental and Occupational Health program, Public Relations program, and some CYC elective courses. Contact the individual programs directly. Refer to page 178 for contact information.

- All fees are payable with course registrations and other requested services and are required to be paid in Canadian funds to the Open Learning Agency in the manner and by the dates prescribed. Cheques are to be drawn on Canadian financial institutions.
- The board of the Open Learning Agency reserves the right to change tuition fees, and the president of the Open Learning Agency reserves the right to change all other fees without prior notice.
- In the event of any indebtedness to the Open Learning Agency, any fees paid are applied in the first place to the removal of the indebtedness.
- No official transcripts, certificates, diplomas, or degrees are issued to a student in debt to the Open Learning Agency except by the approval of the board, nor is the student permitted to repeat a registration, obtain a course extension, or write an examination until all indebtedness is removed.

## Non-Tuition Course Costs

### OLA Distance Courses

#### Texts and Course Materials

The cost of texts and course materials varies by course and is part of the total course fee due and payable to OLA at the time of registration.

#### OLA Course Materials Shipping Costs

- Within Canada: No charge
- To the United States: \$25 CDN
- Outside Canada (excluding US): \$90 CDN

#### Deposits and Refunds on Rented Materials

Courses that have specified returnable materials (e.g., equipment and videos) require a deposit to be paid at registration. The deposit is refunded (less the rental fee and any deduction for damaged or missing items) on return of the materials in good condition in the original packing. Materials for which students have paid a deposit remain the property of OLA. Students who fail to return rented materials do not receive the deposit refund.

#### Long-distance Telephone Charges

Students residing in Canada may access telephone services toll-free, including tutorial services, educational advising, registration, records, examinations, library, disability services, and technical support.

Students residing outside Canada are required to pay for all long-distance telephone charges for the above services, technical support and administrative services, and mandatory teleconferences in courses.

#### PLAR Candidates

Candidates for PLAR (prior learning assessment and recognition) are responsible for all costs associated with the PLAR process. Refer to PLAR policies on pages 20–21.

### All Distance Courses

#### Postage

All students in all distance courses are responsible for the cost of mailing assignments for grading.

### SFU Distance Courses

#### Texts and Course Materials

The cost of texts and course materials varies by course and is part of the total course fee due and payable to OLA at the time of registration. Students receive the required texts with the course package. Other texts are available at the SFU Bookstore.

#### Deposits and Refunds on Materials

A damage deposit is charged for some courses for materials (audio and videotapes and/or copyrighted material) that are required to be returned at the end of the semester. The deposit is refundable, providing materials are returned in good, unmarked condition by the deadline noted in the course package.

#### Long-distance Telephone Charges

Students receive information in the course package. Students requiring more information should contact SFU's Centre for Distance Education (refer to page 176).

### UBC Distance Courses

#### Texts and Course Materials

Students are responsible for purchasing the required texts. Ordering information is included in UBC course packages. Texts are available at the UBC Bookstore.

#### Deposits and Refunds on Materials

Students should contact the specific program area for information about refunds of deposits on materials.

#### Long-distance Telephone Charges

Students requiring information about telephone expenses should contact UBC's Distance Education and Technology Office (refer to page 177).

### UVic Distance Courses

#### Texts and Course Materials

Students are responsible for purchasing the required texts for most courses. Specific program areas mail instructions to registered students on how to purchase course materials. Texts are available at the UVic Bookstore.

#### Deposits and Refunds on Materials

Students should contact the specific program area for information about refunds of deposits on materials.

#### Long-distance Telephone Charges

Students requiring information about telephone expenses should contact the specific program area at UVic (refer to page 178).

## How to Register

To register, applicants should:

1. Select course(s) and confirm course availability by referring to the Website or by contacting Student Services.
2. Ensure that course prerequisites (outlined in the course descriptions in this calendar and on the Website) are met and declare when registering that the necessary prerequisites have been met.
3. Confirm access to equipment required (such as to the Internet for an online course). Required equipment is noted in the course descriptions in this calendar and on the Website.
4. Be aware of the application deadline and the course start date, especially if the course is delivered by SFU, UBC, or UVic.
5. Disclose a disability when registering if accommodations are required and submit a written request, including relevant medical documentation, a minimum of ten weeks prior to the course start date.
6. Select one of the methods of payment listed.
  - Registrations are not processed until all course fees have been received.
  - Payment is deposited on receipt.
  - Payment is refunded for registrations not processed.

### Income Tax Receipts

T2202A receipts are issued only to students taking courses at the post-secondary level.

OLA mails official receipts (T2202A: Tuition and Education Credit Certificate) for income tax purposes in February of each year for the previous calendar year.

OLA mails tax receipts to students with a Canadian address and to students who are permanent residents of Canada with a temporary address outside Canada.

Tuition fees for courses spanning one calendar year to the next are prorated to each applicable year. For example, a course with a four-month completion time starting in November is recorded fifty per cent on the receipt for the year when the course started and fifty per cent on the receipt for the following year.

For complete information about income tax regulations, refer to the Canada Customs and Revenue Agency Website: [www.ccr-aadrc.gc.ca/menu-e.html](http://www.ccr-aadrc.gc.ca/menu-e.html)

### Register Online

[www.bcou.ca](http://www.bcou.ca)

With Visa or MasterCard

Register online, quickly and conveniently, using the "Register Now" system on the Website.

### Register by Phone

**604-431-3300**

**1-800-663-9711 (toll-free in Canada)**

With Visa or MasterCard

Phone Student Services, with course details and credit card information, on any weekday from 8:30 a.m. to 4:30 p.m. (Pacific Time) with the exception of statutory holidays, when Student Services is closed.

### Register by Fax

**604-431-3444**

With Visa or MasterCard

Fax both sides of the completed Course Registration form to Student Services. (Do not mail the original Course Registration form when it is sent by fax.)

### Register by Mail

**Open Learning Agency**

**Student Services**

**Box 82080**

**Burnaby, BC V5C 6J8**

**Canada**

With Visa, MasterCard, cheque, or money order

Mail the completed Course Registration form with full fee payment to Student Services. Cheque or money order is payable to Open Learning Agency.

With student loan or grant

Mail the completed Course Registration form with a completed Part-time Student Assistance application or a completed Full-time Fee Deferral Request.

- The Course Registration form is provided at the end of this calendar and on the Website in PDF format.

## Applying for Financial Assistance

For part-time or full-time application forms and information, contact Student Services.

- Submit part-time application forms (originals only) to the OLA Financial Aid and Awards Office.
- Submit full-time application forms to the Ministry of Advanced Education.
- Students making up a full-time course load from more than one institution (split-enrolled) are to inform each institution's financial aid office before registering.

### **Comprehensive Financial Planning for Education**

This workbook is available from OLA Curriculum Sales (604-431-3210 or 1-800-663-1653 toll-free) for a nominal fee, or online at [www.ucfv.bc.ca/future/cfpe/contents.htm](http://www.ucfv.bc.ca/future/cfpe/contents.htm)

Funded by the BC Ministry of Advanced Education, this resource provides "hands-on" opportunities to explore financial planning through a series of learner-oriented modules:

- The Career I Have Chosen—Is It Worth the Money?
- Mastering Money and Spending Habits
- Living on a Shoestring
- Money for Education: Non-repayable Sources
- Money for Education: Repayable Sources

Each module includes worksheets and exercises, as well as a list of printed and Web-based resources.

## Residency Requirements

Currently, only Canadian citizens or landed immigrants (permanent residents) are eligible to apply for assistance.

### **Full-time Assistance**

The Canada Student Loans Program defines a student's province of residence for the purposes of full-time assistance as the last province lived in for twelve consecutive months as a non full-time student, or if the student has immigrated within the last year, the province in which they landed.

Canadian citizens or landed immigrants (permanent residents) who do not qualify as residents of BC may apply for full-time government loans and grants through the province of which they are considered to be residents. If the student's chosen program of study is available at institutions in their province of residence, the student may not be eligible for provincial loans and grants through some provinces while studying in BC.

### **Part-time Assistance**

Applicants must be resident in BC at the time of application to receive part-time assistance through OLA. For students not residing in BC, the Part-time Canada Study Grant (CSG) can be applied for directly through the government in the province in which the student is residing.

### **Part-time Bursaries and Grants**

#### **(non-repayable aid)**

Request a Part-time Student Assistance Application form from the Financial Aid and Awards Office. Allow up to four weeks for processing.

The programs listed in this section pay for all direct educational costs, including tuition, course administration fee, and required textbooks. In many cases, supplies, a small miscellaneous living allowance, and some childcare are also provided.

Upon approval of a bursary or grant application, the student is registered in the requested course(s), or, if already registered, is reimbursed by cheque or credit card refund.

Bursaries and grants are available to applicants who demonstrate financial need (according to the formula used by the BC Student Assistance Program) and are unable to study full-time or to fund part-time study through employment. Applicants must be in good standing with any previous Canada or BC student loans.

### **Adult Basic Education Student Assistance Program (ABESAP)**

This provincial grant program provides funding to students registered in Adult Basic Education courses; Grade 10, 11, or 12 completion; ESL (English as a Second Language); or Basic Literacy.

### **Canada Study Grant for High-Need Students (CSG)**

This federal grant program provides funding to students registered in post-secondary courses (except HOME courses) pursuing a certificate, diploma, or degree. Applicants are required to have primary responsibility for dependents, have a disability, or be otherwise unable to study full-time. The maximum funding per student per program year (August 1 to July 31) is \$1,200.

### **Joanne Ellis Science Bursary**

Created in recognition of former OLA board chair Joanne Ellis, this bursary provides one award of up to \$700 each January to an OLA student pursuing science courses. A recipient is chosen from the Part-time Student Assistance Applications received between November 1 and December 31. The award provides for all course costs and, where possible, other living expenses and/or childcare.

### **Erm Fiorillo–Hal Davis CKNW Orphans’ Fund Endowment Fund**

Established by the CKNW Orphans’ Fund, this endowment provides funding to students who are single parents. Preference is given to those not already receiving funding through other programs and who have not previously completed a post-secondary program of study.

### **Barbara Guttman–Gee Bursary Endowment Fund**

Established by BCOU 1991 graduate Barbara Guttman–Gee, this endowment provides funding to women students. Preference is given to older women in financial need.

### **OLA Bursary Endowment Fund**

This endowment gives preference to candidates who do not have access to other sources of financial aid and those pursuing an OC or BCOU credential.

### **Rosemary Keene Zonta Club Bursary Endowment Fund**

Established by the Zonta Club of Vancouver in memory of Rosemary Keene, this endowment provides annual bursaries to students pursuing a first credential in business and administrative studies or science and technology through OLA. Awards are made once a year. Applicants for Part-time Student Assistance are considered for this bursary. No other application is necessary.

## **Full-time Student Loans and Grants**

Apply online at [www.bcsap.bc.ca](http://www.bcsap.bc.ca) or submit completed paper applications for the BC Student Assistance Program (BCSAP) to the Ministry of Advanced Education at least four weeks before funds are required (an addressed envelope is included in each application).

### **BC Student Assistance Program (BCSAP)**

This program provides loans and, for some high-need students, grants to BC residents who demonstrate financial need and who are enrolled full-time in post-secondary programs.

In order to be considered a full-time student under the BCSAP, it is necessary to register in and complete a minimum course load of at least 9 new credits per four-month loan period. (Repeat registrations can only be used when no assignments were passed in the previous registration.)

For distance education students this is a shorter completion schedule than OLA imposes. This can be a challenge for students unfamiliar with studying at home, and it is recommended that new OLA students begin with part-time study or that they familiarize themselves with the new method of study before taking out loans.

Much of the flexibility of open learning is lost when applying for full-time government student loans. There are six distance education loan periods, each four months long, that begin in January, March, May, July, September, and November. Students are required to register in a full-time course load within the two months prior to the start date of each period (e.g., register in July and August for a September start). Students should consult the current OLA financial aid information package for registration deadlines for their required loan period.

All students receiving student loans or grants are required to sign a Study Contract (or Payment Schedule for onsite students).

After registration, full-time status for distance-education courses is maintained by submitting assignments on schedule and submitting all coursework during the loan period in at least 9 credits (the minimum required for full-time status). Loan documents and grants are not released past the study period midpoint without sufficient academic progress.

*Failure to submit assignments on a regular schedule throughout the loan period, or failure to submit all coursework by the end of the loan period, may be regarded as a “technical” withdrawal from full-time study even though a student does not formally withdraw.* This may result in a portion of the loan being placed in “overaward” and becoming immediately repayable (“overaward” portions of a grant are retroactively converted to an interest-bearing loan). Eligibility for further funds, interest-free status, and other privileges associated with full-time status may be affected.

There are several components of BCSAP (details are available in the BCSAP application package or online at [www.bcsap.bc.ca](http://www.bcsap.bc.ca)):

### **Student Loans**

A combination of Canada Student Loans and BC Student Loans is available to cover course fees, books, supplies, transportation, and living expenses for eligible students.

### **BC Grant and Canada Millennium Scholarship**

Grants (non-repayable) are available to supplement student loans for high-need students in their third to eighth semesters (more than thirty-four weeks but less than 137 weeks) of post-secondary study with an assessed need greater than \$125 per week. Students in their second to fourth years of study are to have successfully completed at least 9 credits per semester in each of their previous semesters.

**Interest Relief**

Students who are required to begin repayment of their BC or Canada Student Loans but are unable to do so due to financial hardship may apply for interest relief through their lending institution (for risk-shared loans) or Student Loan Centre (for direct loans). Approval is based on financial need and can maintain the loans in interest-free status for up to three years (up to five years in some cases).

Students may check their loan application status online at [www.bcsap.bc.ca](http://www.bcsap.bc.ca)

**Full-time Single Parents Bursary Endowment Fund**

Established by the CKNW Orphans' Fund, this endowment provides funding to students who are single parents, have received the maximum student loan amount, and still have "unmet need."

Applicants must have successfully completed their last full-time term with OLA.

**OLA Emergency Bridging Loan Fund**

This fund is used to provide short-term bridging loans to enrolled distance education students who incur unforeseen delays in their financing (normally student loans). Loans of up to \$700, interest-free, are provided for a period of up to sixty days, provided the pending financing is guaranteed (e.g., an approved student loan) and assignable. These loans cannot be issued prior to the first day of a student's study period.

**Government of Canada's Lifelong Learning Plan**

Canadian residents and/or their spouses can withdraw up to \$10,000 per year from their Registered Retirement Savings Plan (RRSP) to finance full-time studies at post-secondary institutions including OLA. Information on the LLP is available on the Canada Customs and Revenue Agency Website: [www.cra-adrc.gc.ca/E/pub/tg/rc4112eq/](http://www.cra-adrc.gc.ca/E/pub/tg/rc4112eq/)

**Other Sources of Assistance**

There are other private bursaries and scholarships available to students attending BC's post-secondary institutions; most of these are available to students registered in OLA courses. Application procedures for these awards vary, and most have restrictions and conditions imposed on them. Information about private awards is also available on the Internet (e.g., [www.studentawards.com](http://www.studentawards.com) and [www.aucc.ca/en/programindex.html](http://www.aucc.ca/en/programindex.html)).

**Awards**

Achievement awards are made to students who have an excellent academic record in their particular program or course, or who have contributed significantly to the community or to OLA.

**Governor General's Silver Medal**

This medal is awarded annually in recognition of academic excellence and is open to graduates of BCOU bachelor's degrees. To be considered for the award, students must have completed 24 of their 120 credits through OLA and have a grade point average above 3.60. No application is required.

**Governor General's Collegiate Bronze Medal**

This medal is awarded annually in recognition of academic excellence and is open to graduates of any OC diploma. To be considered for the award, students must have completed 15 of their 60 credits through OLA and have a grade point average above 3.60. No application is required.

**Certified General Accountants Award**

One award, consisting of a \$750 tuition scholarship toward the fees in the professional education program of the Certified General Accountants Association of BC, is made annually to a top business degree graduate.

**Certified Management Accountants Award**

One award, consisting of a \$500 remission of Certified Management Accountants Society of BC program fees, is made annually to a top business diploma graduate.

**Institute of Chartered Accountants Awards**

One award, consisting of a \$1,000 credit toward the course and registration fees in the Advanced Certificate Program of the Institute of Chartered Accountants of BC, is made annually to a top business diploma graduate. This award is made available courtesy of the Chartered Accountants' Education Foundation of BC.

**Donald Weir Scholarship in Literature**

One award of one free course is made annually to student(s) achieving the highest standing in any of the 400-level OLA English courses. Recipients are pursuing a BCOU Bachelor of Arts degree with either a major or a concentration in English and have completed a minimum of 12 BCOU credits. No application is required.

## Academic and Administrative Policies

- Students will be subject to the academic regulations of the institution through which each course is taken, as well as to overall regulations established by the Open Learning Agency (OLA). In the absence of other regulations, those of OLA apply.

### 1. Student Conduct

**A student is defined as anyone who requests and receives educational services from OLA.**

#### 1.1 Unacceptable Student Conduct

**1.1.1** The following are examples of unacceptable student conduct:

**A. Plagiarism.** Plagiarism is the presentation of another person's work, words, ideas, images, or data as one's own without acknowledging the source. A student should not submit the work, words, ideas, images, or data of another person and represent them as her or his own in any academic work.

**B. Cheating.** Cheating is obtaining information or academic advantage by dishonest means, and includes, but is not limited to, the following:

**1.** Exchanging information with another student during an examination or using unauthorized material during an examination

**2.** Representing or impersonating another, or permitting oneself to be represented or impersonated by another, in taking an examination or submitting academic work

**3.** Submitting academic work containing a reference to a source which does not exist

**4.** Submitting, without first obtaining approval of the person to whom it is submitted, all or part of any academic work which has been co-authored

**5.** Submitting academic work for two courses without first obtaining approval of the second tutor or the instructor

**C.** Submitting false information or misrepresenting facts to OLA, or to a third party, for the purpose of securing admission or registration, obtaining academic or other advantage, or for any other improper purpose.

**D.** Conduct which disrupts normal course or examination delivery, tutoring, teaching, studying, research, administration, or meetings.

**E.** Theft, damage to, or misuse of, OLA property or another person's property, including unauthorized entry to or use of OLA facilities, classrooms, or offices, or inappropriate use of OLA computing resources.

**F.** Causing or threatening harm to any person.

**G.** Assisting another person to engage in unacceptable conduct.

#### 1.2 Interim Measures

**1.2.1** Other provisions of this policy notwithstanding, the tutor, instructor, Skills Centre manager, program coordinator, supervisor, administrator, or executive may immediately remove the student from the class, course, program of studies, Skills Centre, or other activity or premises, as the case may be, and may take such other measures as she or he considers appropriate. Such action may be taken if a student engages in any conduct which, in the opinion of a tutor, instructor, Skills Centre manager, program coordinator, supervisor, administrator, or executive, causes or is likely to cause:

**A.** Harm to any person or a threat to the safety or well-being of any person;

**B.** Damage or threatened damage to property; or

**C.** An immediate disruption or threat of disruption to course or examination delivery, tutoring, teaching, studying, research, administration, or meetings.

**1.2.2** Despite any other provision of this policy, if a tutor or instructor has reason to believe the integrity of an examination or academic work has been compromised by plagiarism or cheating, the tutor or instructor may invalidate the results of the examination or academic work.

**1.2.3** Any measures taken under 1.2.1 are interim in nature, may be varied by the registrar, and do not preclude further consequences under this policy.

**1.2.4** The registrar may also take such interim measures herself or himself if she or he considers it appropriate. The provisions of 1.2.5 to 1.2.8 apply to any interim measures taken by the registrar, with the necessary changes.

**1.2.5** Failure by a student to comply fully with measures taken under 1.2.1 is unacceptable conduct, independent of any other conduct of the student, and such failure may itself be subject to consequences under this policy.

**1.2.6** Where measures are taken under 1.2.1, the tutor, instructor, Skills Centre manager, program coordinator, supervisor, administrator, or executive will inform the registrar of the measures and the relevant circumstances. The registrar will inform the student of the measures and the reason they were taken, and that the student may request a review under 1.2.7.

**1.2.7** Where measures are taken under 1.2.1, the student may request a review by a Student Conduct Review Committee. The review will proceed under 1.4 as if a complaint regarding the student's conduct had been submitted to the registrar under 1.3.1, and the registrar had proceeded under 1.3.2. The committee will decide if the student engaged in unacceptable conduct, and, if so, may take any action it considers appropriate. The committee's decision will replace any interim measures taken under 1.2.1.

**1.2.8** A request for review under 1.2.7 should be made to the registrar, in writing, within thirty (30) calendar days of the registrar's communication to the student under 1.2.6.

The registrar will not proceed with a request made more than thirty (30) calendar days after the registrar's communication, unless the student explains, in writing, why she or he was unable to make the request within the time limit. The registrar may, in her or his discretion, extend the time limit to request a review on any terms she or he considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for review.

### 1.3 Complaints

**1.3.1** Any student or any other member of the OLA community who believes a student has engaged in unacceptable conduct may make written complaint to the registrar. All supporting information should be provided with the complaint.

**1.3.2** Upon receiving a complaint under 1.3.1, the registrar will review the complaint and the supporting information provided. If the registrar decides there is a reasonable basis to conclude that the student may have engaged in unacceptable conduct for which consequences under this policy would be appropriate, the registrar will:

- A.** Inform the student, in writing, of the complaint;
- B.** Establish a Student Conduct Review Committee; and
- C.** Provide copies of the complaint and any supporting information to the student and to the chair of the committee.

**1.3.3** The registrar will appoint a chair and two other members to serve on the Student Conduct Review Committee.

**1.3.4** A complaint under 1.3.1 should be made within thirty (30) calendar days of the occurrence of the alleged unacceptable conduct. The registrar will not proceed under 1.3.2 with a complaint made more than thirty (30) days after the occurrence of the alleged unacceptable conduct, unless the person making the complaint explains, in writing, why she or he was unable to make a complaint within the time limit.

The registrar may, in her or his discretion, extend the time limit to make a complaint on any terms she or he considers appropriate in the circumstances, or may refuse an extension of time and dismiss the complaint.

### 1.4 Review of Complaints

**1.4.1** A student who is the subject of a complaint may provide a written response to the complaint, as well as any information supporting that response, to the Student Conduct Review Committee.

**1.4.2** The committee will review the complaint, together with the student's response and any other information provided.

**1.4.3** The committee may, in its discretion, hold a meeting with the student. If such a meeting is held, the committee may invite any other persons it considers appropriate to attend, and the student may attend with a representative of her or his choosing.

**1.4.4** After its review of the complaint (and any meeting held under 1.4.3), the committee will decide if the student has engaged in unacceptable conduct, and, if so, the committee may take any action it considers appropriate.

**1.4.5** The committee will provide a statement to the student, setting out the committee's decision under 1.4.4 and the reasons for its decision.

### 1.5 Consequences of Unacceptable Conduct

**1.5.1** Action which may be taken by the committee under this policy includes, but is not limited to, the following measures, which may be taken singly or in combination, as the committee considers appropriate in the circumstances:

- A.** Warning
- B.** Probation for a specified period of time, or indefinitely, together with any conditions the committee considers appropriate
- C.** Restriction or revocation of computing or other privileges

**D.** Failing grade or mark of 0 (zero) in the course, examination, or academic work in respect of which the unacceptable conduct occurred

**E.** Exclusion from a class, course, or program

**F.** Rejection of an application for admission or registration

**G.** Suspension for a specified period of time (which may include deferral of the granting of a credential during the period of the suspension)

**H.** Cancellation of registration

**I.** Expulsion from OLA

## 2. Formal Transfer Credit

### 2.1 Open Learning Agency

#### 2.1.1 Certificate, Diploma, and Degree Programs

**A.** Transfer credit is evaluated for all studies taken through an accredited or similarly recognized educational institution.

In BC, accredited institutions include those which are listed in the *BC Transfer Guide*, are members of the Association of Universities and Colleges of Canada, or are publicly funded. Outside Canada, institutions that are recognized by accrediting bodies within the country of origin are considered on an individual basis.

**B.** Transfer credit will be awarded to all qualifying courses passed according to the standards of a sending institution that is recognized by BC Open University (BCOU) or Open College (OC).

**C.** The applicant must declare all formal studies from all previously attended post-secondary institutions and professional associations at the time of initial application for transfer credit, and arrange for official transcripts from all previously attended post-secondary institutions and professional associations in support of the application to be sent to OLA. If all formal studies are not declared at the time of initial application, a further documentation fee will be levied. Further penalties may be imposed, such as:

- (a) invalidation of the previously issued university program plan;



(b) refusal of admission into OLA programs; or  
(c) requirement to withdraw from a program.

**D.** Transfer credit will only be awarded on the basis of official transcripts sent directly to OLA by the institution, or appropriately authenticated copies. All documents submitted, unless considered irreplaceable, will become the property of OLA.

**E.** Authenticated translation will be required of documents (official transcripts) in a language other than English or French.

**F.** Other formal studies may be considered for credit on an individual basis.

**G.** Credit may be granted on a course-by-course basis or for a combination of courses. Credit granted for a group of courses or an entire program is known as “block transfer.”

**H.** Assessed transfer credit will be applied to Adult Basic Education (ABE) certificates and diplomas, OC certificates and diplomas, and BCOU post-diploma certificates and degrees on the basis of its applicability to a specific program.

**I.** Students changing programs or requiring information about how credits earned and transferred apply to another OLA credential must apply in writing for a re-evaluation of their transfer credit. An additional reassessment fee may be levied.

**J.** Normally, there is no time limit on the transfer of courses. However, in some subject areas and for some programs, courses taken over seven (7) years previously will not automatically be awarded transfer credit.

The currency of the subject matter will be taken into account.

**K.** Past courses from another post-secondary institution will be given credit provided they were transferable in the year taken.

**L.** In cases where there is an equivalent course offered by OLA, the current course number will be assigned.

In cases where the course is no longer offered by OLA, unassigned credit will be given, as appropriate.

**M.** OLA will assess requests by individuals for transfer credit for college or university courses completed at high schools in the same manner as any other requests. There will be no penalty for dual credit, that is, credit which is used toward completion of both a high-school and a college or university program.

**N.** Grades for courses that have received transfer credit will be transcribed on the student’s OLA transcript.

For block transfer awarded, no grades will be transcribed.

### **2.1.2 Multiple Certificates and Diplomas**

A minimum of 15 credits is required for a college-level certificate (some certificates require 30 or more credits). A minimum of 60 credits is required for a college-level diploma. Credits earned in a preceding credential may not automatically apply to a credential requiring a greater number of credits or a higher-level credential.

### **2.1.3 Second Credentials**

Credits used to meet the requirements of an undergraduate credential with OC or BCOU or elsewhere may be used to meet a maximum of 50 per cent of the total requirements of a second undergraduate qualification at the same or lower level provided the second qualification is in a different subject area. All requirements for completion of the second qualification must be met. Regulation 2.1.1 (J) does not apply.

### **2.1.4 Multiple Undergraduate Degrees**

A minimum of 120 credits is required for the first undergraduate degree, and a minimum of 60 additional credits is required for all subsequent undergraduate degrees. The student can use credits only once toward a further degree. The degrees taken must be in different areas, and approved by the dean accountable for the program. There should be no limit to the number of degrees taken under these rules.

### **2.1.5 Letters of Permission**

Students applying to take courses at other institutions for credit toward an OC or BCOU credential must obtain prior written permission in the form of a Letter of Permission.

### **2.1.6 Transfer Credit from Master’s Degree Programs**

There is no limit on the amount of credit to be used from an uncompleted and expired master’s degree program toward the completion of an OC or BCOU credential.

## **2.2 Procedures: Application for Transfer Credit**

**2.2.1** Students applying for transfer credit are required to complete and submit the Program Admission form and arrange to submit supporting documents (official transcripts).

**2.2.2** Completed Program Admission forms may be submitted to OLA electronically, by mail, or by fax. Forms are available on the Website, on the Post-Secondary Application Service BC (PASBC) Website, and from Student Services.

**2.2.3** If application for credit is being made for courses taken outside BC, a course syllabus or calendar from the institution is to be included. Course syllabus or calendars in a language other than English must be provided in English at the student’s expense.

**2.2.4** Students submitting documents from institutions outside Canada may be required to have their documents evaluated by the International Credential Evaluation Service (ICES).

**2.2.5** The appropriate transfer credit assessment fee must accompany all requests for assessment of transfer credit involving documents originating both within and outside BC. Documents from Yukon institutions listed in the *BC Transfer Guide* will be treated as being from BC. (Permanent residents of BC who have completed secondary/high-school courses in BC and are applying for transfer credit toward an ABE credential are exempt from this fee.)

**2.2.6** Assessment of transfer credit will not commence until all required fees have been received along with all transcripts declared on the Program Admission form.

**2.2.7** Fees are non-refundable and cannot be applied toward any other assessment fee levied by OLA.

**2.2.8** No further transfer credit assessment fees will be levied to registered students who have been issued a Letter of Permission or where prior agreement has been reached between institutions, except for cases in which a student requests to have transfer credit assessed against a different credential.

### 3. Prior Learning Assessment and Recognition (PLAR)

#### 3.1 General Information

**3.1.1** OLA recognizes that adults acquire skills and knowledge through their life experience, beyond the learning acquired through formal education. OLA offers methods to assess this non-formal or prior learning.

**3.1.2** Prior learning assessment and recognition (PLAR) methods may include challenge examinations, portfolio-assisted assessment, workplace assessment, and/or other types of assessment methods.

#### 3.2 Definitions

##### 3.2.1 Course Challenge

**A.** Course challenge is a mechanism for assessment candidates who have acquired knowledge other than by formal study to receive credit for specified courses by examination. Tutorial support is not provided to assessment candidates challenging a course.

**B.** Depending on the course, a challenge examination may be a scheduled examination written at an examination centre or it may be a project completed at home or at the workplace.

**C.** Courses delivered by SFU, UBC, and UVic listed in this calendar and on the Website are normally not available for challenge.

#### 3.2.2 Portfolio-Assisted Assessment

Portfolio-assisted assessment allows an assessment candidate to document and demonstrate her or his knowledge of a given discipline and placement-related skills appropriate to an educational goal by presenting a personal learning portfolio—either as a stand-alone document or as a set of documents or in combination with, for example, a performance tape, a demonstration of skills, or a personal interview. The assessment method will depend on the subject area and the program requirements.

#### 3.3 Policy

##### 3.3.1 Eligibility and Scope

**A.** Eligibility for PLAR credit varies by OLA program.

**B.** OLA program areas determine which programs are eligible for PLAR, and which PLAR methods will be used.

**C.** OLA program areas determine the amount of credit earned through PLAR which may be used to meet the requirements of a credential.

##### 3.3.2 Residency Requirement

The residency requirement for an OLA program may be met with credits earned by PLAR from OLA.

##### 3.3.3 Credit Transfer

**A.** OLA accepts credits earned through PLAR from all BC post-secondary institutions that have formally adopted the recommended BC provincial standards. Such credit is applied in the context of OLA program requirements.

**B.** OLA reserves the right to reassess credit awarded by other institutions through PLAR on an individual basis.

##### 3.3.4 Transcription

OLA transcripts identify college and university credits earned through course challenge and other PLAR methods.

##### 3.3.5 Grading

**A.** OLA program areas determine what is a passing grade for a challenge examination.

**B.** Regular OLA grading policies apply to credits earned through course challenge.

**C.** An “S” (Satisfactory) grade will be recorded on the student’s Permanent Record for students who satisfactorily complete the PLAR process and are awarded credit.

#### 3.3.6 Challenge Restrictions

**A.** Students who are registered in a course and wish to obtain credit for the course by challenging the examination are required to withdraw or cancel the course registration within the permitted deadlines and submit a separate application to write the challenge examination along with the required fees.

**B.** Students who are registered in a course and have submitted one or more assignments or have written the final examination will not be permitted to write a challenge examination for the course.

**C.** Students whose language is other than English and who have received their secondary education in a language other than English normally have their language knowledge and skills assessed at a third-year university level. This restriction does not apply to lower-level literature courses.

**D.** Assessment candidates may not register for course challenge for any course that they have previously challenged unsuccessfully through OLA.

#### 3.3.7 Fees and Expenses

**A.** The fees vary for portfolio-assisted assessment, workplace assessment, and/or other types of assessment methods, excluding challenge, are dependent on the program, and are provided at the time of application for PLAR.

**B.** All expenses associated with PLAR for a course or program of study are the responsibility of the assessment candidate. Such expenses may include long-distance telephone calls to an assessor, travel to an assessment site, and mailing a portfolio to an assessor.

### 3.3.8 Cancellation and Withdrawal

**A.** As assessment processes vary depending on the learning outcomes being assessed, cancellation and withdrawal opportunities are limited and are determined by program areas.

**B.** It is the responsibility of assessment candidates planning to transfer PLAR credits to check with the receiving institution to ensure that PLAR credits are acceptable.

## 4. Registration

### 4.1 Credit-free Option

**4.1.1** Students who plan to pursue the credit-free option must declare their intention at the time of course registration.

**4.1.2** An “M” grade and 0 (zero) credits appear on a student’s transcript, indicating that the student successfully completed all course assignments but did not write the final examination or complete the project.

**4.1.3** Students who do not complete course requirements receive an “I” (Incomplete) grade on their transcript.

**4.1.4** Students who register for the credit option or the credit-free option and then want to change options must cancel their registration or withdraw from the course. Refer to 4.2 and 4.4.

### 4.2 Cancellations—OLA

**4.2.1** Students may cancel their registration in most OLA-delivered self-paced, independent-study courses by notifying OLA Student Records in writing within five (5) weeks from their registration date. The course will not appear on their transcript.

**A.** Students may cancel their registration in a science lab course by the first day of the month in which the lab begins.

**B.** A course registration cannot be cancelled if an assignment has been submitted, labs or clinicals have started, or examinations have been written.

**C.** For specific cancellation deadlines for clinical courses, courses in the Home Support Attendant Certificate program, and Information Technology courses and programs offered through the OLA Skills Centres, students are to contact the program coordinator or supervisor.

### 4.2.2 Procedures

Students may request to cancel their course registration by regular mail, email, or fax. They may also request it by telephone and confirm their request in writing within ten (10) calendar days by sending a letter or fax to OLA Student Records.

### 4.2.3 Tuition Refunds

**A.** Students who submit their request to cancel their registration within five (5) weeks (for most courses) from their registration date will receive a 75 per cent refund of tuition fees.

**B.** Students who cancel their registration in a lab course as described above will receive a 75 per cent refund of their tuition fee and a 75 per cent refund of their lab fees.

**C.** Tuition refunds will not be processed until the written request to cancel a course registration is received by OLA Student Records.

**D.** The course administration fee is non-refundable.

### 4.3 Cancellations—SFU, UBC, UVic

**4.3.1** Students may cancel their registration in a course delivered by SFU, UBC, or UVic by notifying OLA Student Records within five (5) weeks from the first day of the month in which the course starts and will receive a 75 per cent refund of tuition. The course administration fee is non-refundable.

### 4.4 Withdrawals—OLA

**4.4.1** Students may formally withdraw from most self-paced, independent-study courses up to the end of the thirteenth (13) week of the course and receive a “W” (Withdrawal) grade.

**A.** Students who do not formally withdraw within thirteen (13) weeks of their course start date will receive an “I” (Incomplete) grade if they fail to complete the course requirements by the course completion date.

**B.** Courses which are less than two months in duration, labs or clinical courses, and courses in which students have written an examination do not qualify for a “W” (Withdrawal) grade. Students will receive an “I” (Incomplete) grade if they do not complete the course requirements by the course completion date.

**C.** Students may apply for a late withdrawal on medical or compassionate grounds provided they do so before their course completion date.

**D.** For specific withdrawal deadlines for clinical courses, courses in the Home Support Attendant Certificate program, and Information Technology courses and programs offered through the OLA Skills Centres, students are to contact the program coordinator or supervisor.

### 4.4.2 Procedures

**A.** Students may request a withdrawal by regular mail, email, or fax. They may also request it by telephone and confirm their request in writing within ten (10) calendar days by sending a letter or fax to OLA Student Records.

**B.** Students applying for a late withdrawal are required to submit their request in writing (emails are not acceptable) to OLA Student Records, and include with it appropriate documentation. Students will be notified if their request for late withdrawal is successful within three (3) weeks of receipt of their request. If approved, students receive a “W” (Withdrawal) grade.

### 4.4.3 Tuition Refunds

**A.** Students who withdraw from a course do not receive a tuition refund.

**B.** The course administration fee is non-refundable.

#### 4.5 Withdrawals— SFU, UBC, UVic

**4.5.1** Students may withdraw without refund up to the end of the thirteenth week from the first day of the month in which the course begins. A “W” (Withdrawal) grade will be entered on their transcript. After that, students who do not complete the course by the course completion date will receive an “I” (Incomplete) grade.

#### 4.6 Returning Course Materials—OLA

##### 4.6.1 Materials Refund Eligibility

Students will be entitled to receive a refund for course materials purchased from OLA that meet the conditions stated below.

OLA course material items must:

1. Be returned no later than five (5) weeks after the course registration date using an acceptable method (4.6.2),
2. Be in resale condition (like new),
3. Be completely unmarked (no markings, including highlighting, names, erasures, grime, bent pages, covers, and spines),
4. Have shrink wrap intact (e.g., software and printed course materials) if shipped (received) shrink-wrapped.

##### 4.6.2 Materials Return Methods

Course materials must be returned using one of the following methods:

- A. Be postmarked prepaid within five (5) weeks of the course registration date to the Open Learning Agency, PO Box 82080, Burnaby, BC, V5C 6J8.
- B. Be delivered in person within five (5) weeks of the course registration date to the Open Learning Agency, 4355 Mathissi Place, Burnaby, BC.

Other return methods will not be accepted for course materials refunds.

##### 4.6.3 Materials Refunds

- A. The materials refund will be calculated as the amount paid for each eligible item in the return (4.6.1) less the restocking fee.
- B. Each instance of a materials return will be subject to the restocking fee.

**C.** A refund will be processed within four to six (4–6) weeks of receipt of materials. If the payment was made by credit card, the refund will be remitted to the same credit card of the original purchase.

**D.** No refund will be given for items that do not meet all conditions in 4.6.1. Students *should not* return course materials to OLA unless items meet all conditions. Items that are not eligible for refund will not be returned to students.

**E.** Returned course materials become the property of OLA, regardless of whether a refund is issued.

**F.** It is not necessary to return course materials to receive a tuition refund for a course. Students may keep any course materials they have purchased.

**G.** Students are required to return rental and loan items (e.g., videos and equipment). The restocking fee does not apply to returns of rental and loan items.

#### 4.7 Returning Course Materials—SFU, UBC, UVic

**4.7.1** Textbook fees that were paid to another institution are refundable, subject to the deadlines and conditions as determined by that institution. Students are responsible for knowing about the conditions governing textbook refunds at the time of their purchase.

#### 4.8 Extensions—OLA

**4.8.1** Students are entitled to the normal course completion time and, for most self-paced, independent-study 3-credit courses, students have an option to extend their course period. A course designed to be completed in four (4) months has a maximum course completion time of thirty (30) weeks from the date of registration, and a six (6)-month course has a maximum completion time of forty-seven (47) weeks from the date of registration.

**A.** Students registered in a self-paced, independent-study course are permitted one eighteen (18)-week course extension for a fee. Full tutorial support is provided throughout the extension.

**B.** Students will not be entitled to additional time to compensate for postal or other delays. If additional time beyond the normal course completion is required, the student must apply for an extension and pay all related fees.

**C.** Extensions are not normally permitted for courses that are delivered in a paced mode. Paced courses include those courses that bring students together in a variety of ways. The courses may, for example, include audio-conferences, classroom instruction, clinicals, labs, and computer mediation.

**D.** Students who have received a Canada Student Loan or BC Student Loan are eligible for a course extension as per (A) but may jeopardize their awards status.

#### 4.8.2 Procedures for Paid Extensions

**A.** For a paid course extension, students submit their request to OLA Student Records, along with the required fee. The request and payment must be received before the course completion date. Students will receive a letter outlining their extended completion date and examination options (if applicable).

Students who have submitted a request for a course extension may not cancel the request in order to receive a refund.

**B.** Students who receive an extension and have not already written the final examination for the course will be required to submit an examination application form to schedule their examination.

**C.** Students who have written the examination before receiving an extension may not write the examination again and must complete all assignments before their course completion date.

**D.** Students who receive an extension will have the grade of “XT” (grade deferred, extension) recorded on their transcript. The final letter grade for the course will be entered when the course requirements have been met.

If course requirements are not met before the expiration of the extension, an “I” (Incomplete) grade will be recorded on the student’s Permanent Record.

**E.** Students who do not request an extension before their course completion date will be required to register again and pay the full course tuition fee and course administration fee if they wish to complete the course. An “I” (Incomplete) grade will be recorded on the student’s Permanent Record. Refer to 4.10.

#### **4.8.3 Procedures for Fee-Waived Extensions**

**A.** Students with a disability or medical condition or with exceptional extenuating circumstances (such as a long illness) which prevent them from working on the course for longer than eight (8) weeks are to apply in writing to the Disability Services Office (DSO) for a course extension with fee waiver. Requests must be supported with documentation (such as a physician’s statement) stating dates and the duration of the illness and prognosis.

**B.** For a fee-waived extension request to be considered, the extension request must be received by DSO no later than the course completion date stated in the student’s welcome letter.

**C.** In all cases where an extension has been requested and approved, students will be required to establish an action plan outlining a time schedule and support services required in order to enhance their chances of successful completion.

**D.** Extensions will be based on the following criteria:

1. Nature of the student’s disability or medical condition
2. Length of time the student has had or will have the disability
3. Circumstances of the student
4. Medical diagnosis and prognosis
5. Progress in the course(s)
6. Other relevant information

**E.** The student will be informed by DSO in writing that the extension has been approved and that a letter will be sent under separate cover indicating the new completion time for the course(s) and available examination sessions.

#### **4.9 Extensions—SFU, UBC, UVic**

**4.9.1** Extensions are not normally granted to students registered in courses delivered by SFU.

**4.9.2** Extensions are granted to students registered in courses delivered by UBC only on medical or compassionate grounds if appropriate documentation is provided, and the request is received in advance of the examination date. A fee will be levied. More information is provided in the UBC handbook sent to students on registration.

**4.9.3** Extension policies of UVic vary by program. Students must contact the specific program area for details on the extension policy.

#### **4.10 Repeat Registrations—OLA**

**4.10.1** Students who fail to complete a course or who have received a low grade in a course and want to improve their grade may repeat the course if the course is offered.

**A.** Students will be required to pay the full fees, including the course administration fee.

**B.** Assignment marks may be brought forward to the new registration if the repeat registration is within twelve (12) months of the original registration date and the course has not been revised. Otherwise, students are required to obtain approval from the course tutor or program coordinator for assignments to be brought forward.

**C.** Students are required to do whatever work the course tutor requires and, if applicable, write the final examination or project.

**D.** Final examination marks will not be brought forward to the new registration.

**E.** If the course has been revised, students will be required to register in the new version of the course and purchase any additional course materials required.

**4.10.2** Normally, a student may repeat a course only once. Applications for a third registration will be referred to the program area for approval. All attempts at a course are included on the student’s Permanent Record, but credit will be granted only once.

#### **4.11 Repeat Registrations—SFU, UBC, UVic**

**4.11.1** Students who repeat courses delivered by SFU, UBC, or UVic must pay the full fees.

**4.11.2** Students who wish to repeat a course delivered by UBC in order to improve their grades must have permission from the tutor to repeat the course. Students are to contact UBC for details on procedures.

### **5. Examinations**

#### **5.1 General Information**

All regulations and standards governing the final examination are established and enforced by the institution delivering the course and are contained in the institution’s calendar or student handbook. For more details, consult the institution delivering the course.

#### **5.2 Open Learning Agency**

##### **5.2.1 Eligibility**

A student will be eligible to sit for an OLA examination provided that the student is registered for the course leading to that examination, or provided that the student has been specifically authorized to sit for the examination under the other sections of these regulations.

##### **5.2.2 Examination Centres**

Examination centres will be established at the discretion of OLA, and, wherever possible, students will be assigned to centres that are convenient to them.

### 5.2.3 Changing Examination Centres

Students may be permitted to change their examination centre provided they notify OLA fourteen (14) days prior to the scheduled starting date of the examination session.

### 5.2.4 Changing Examination Sessions

Students may reschedule their examination to another examination session date if there is a session available before their course completion date.

### 5.2.5 Supervision

In each examination centre or special examination arrangement, there will be an invigilator approved by OLA who is responsible for conducting the examination.

### 5.2.6 Date and Time

**A.** Each examination will be conducted on the date and time assigned to the student by the examinations department. No departure will be made from this scheduled examination time except under very extenuating circumstances, which must be approved in advance by the examinations administrator.

**B.** The time allowed for an examination will be that specified on the examination paper. Candidates who arrive late for an examination will not be allowed additional time.

### 5.2.7 Admission to the Examination

**A.** Students are required to identify themselves in the examination room by producing the Notice of Examination. A photographic identification acceptable to the invigilator is also required (e.g., driver's licence, passport). Students who do not produce photo identification will not be permitted to write the examination.

**B.** Students may take into the examination room only those materials authorized for that examination.

Briefcases and other large bags will not be permitted in the vicinity of those writing the examination.

**C.** A student who arrives late will be admitted without question during the first half-hour of the examination session.

**D.** A student who arrives after the first half-hour will be permitted to write the examination. The invigilator will be required to prepare and submit a report stating the time of admission and the reason given by the student for lateness. OLA reserves the right to refuse to accept the script submitted by such a student.

**E.** Students are required to sign themselves in and out of the examination sitting.

### 5.2.8 Special Examination Arrangements

In extenuating circumstances, if a student residing in BC is unable to attend a regular examination centre, she or he may request approval from the examinations administrator to write the examination at another location with an approved invigilator present [refer to 5.2.10 (B)].

### 5.2.9 Examination Accommodations

**A.** Students with a disability are to make requests for examination accommodations through the Disability Services Office.

**B.** A Request for Examination Modification form must be completed and submitted, with current medical documentation, at least six (6) weeks prior to the examination session deadline.

**C.** The Disability Services Office will inform the applicant of the results of their request within two (2) weeks of receiving the application.

### 5.2.10 Students Outside BC or Outside Canada

**A.** Students residing outside British Columbia or outside Canada are required to arrange for an examination invigilator to preside over their final examination by submitting the Statement of Presiding Supervisor form to Student Services, Examinations, by the examination application deadline date.

**B.** Only examination invigilators who meet the invigilator criteria established by OLA and who are approved by OLA are permitted to invigilate a student's examination.

### 5.2.11 Absence from an Examination

A student who misses a mandatory examination may:

**A.** Be permitted to take a regular examination at the next examination period. If no other permitted session is available, the student must apply for either an extension or a repeat registration; or

**B.** Under special circumstances (e.g., graduation or discontinuance of the course), be awarded an aegrotat credit. Such credit will be awarded only if the term work of the student indicates a clear grasp of the content of the course, and all assignments have been completed satisfactorily.

### 5.2.12 Illness During an Examination

If a student becomes ill while sitting for an examination, the invigilator should be notified immediately. Full particulars of the circumstances will be taken by the invigilator and a report, along with the partially completed script, will be sent to the examination administrator. The student must submit, within seven (7) days, to Student Services, Examinations, the documentation supporting the illness.

### 5.2.13 Misconduct Related to Evaluation

In instances where OLA has reason to believe that the integrity of an essay, project, assignment, or examination has been violated by misconduct on the part of a student or group of students, or by failure of the invigilator or by any other person associated with the course and/or evaluation process to follow proper procedures, OLA has the discretion to declare the evaluation results void for the group of students in question and to require the(se) student(s) to rewrite the work. This does not preclude disciplinary action if deemed appropriate.

### 5.3 SFU, UBC, UVic

#### 5.3.1 Simon Fraser University

Students completing a course delivered by SFU are expected to write their midterm and final examinations at SFU if they live in the Lower Mainland. Final examinations are scheduled during the examination period at the end of the session.

All students are required to write examinations at specific dates and times. Rescheduling examinations is subject to approval, and a fee will be levied. The examination schedule is provided with each student's letter of registration confirmation.

Students who require the information prior to registration should contact the SFU Centre for Distance Education (604-291-3524 or 1-800-663-1411 toll-free in BC). (SFU does not normally recognize employment commitments or vacation as legitimate reasons for rescheduling an examination.)

Students residing outside the Lower Mainland must make arrangements to write examinations in their community under the supervision of a proctor approved by the SFU Centre for Distance Education. Students living outside Canada may be charged additional fees. Students are to contact the SFU Centre for Distance Education for more information.

The course package provides complete information regarding examination policies and procedures.

#### 5.3.2 University of British Columbia

All assignments must be completed before students registered in courses delivered by UBC are eligible to write the examination.

Students completing a UBC course have access to approximately fifty examination centres throughout the province.

A fee is payable when students submit their examination application to the UBC Distance Education and Technology Office. An additional fee is levied if arrangements at a special centre are requested. The course package provides information on policies applying to additional fees.

Examinations are usually scheduled on Saturdays. Students will be notified of the date, time, and place of their examination by the UBC Distance Education and Technology Office a minimum of two (2) weeks before the examination period.

#### 5.3.3 University of Victoria

Some courses delivered by UVic require students to successfully complete a written examination. The course package provides complete information regarding examination policies and procedures.

## 6. Final Grades

### 6.1 Release of Final Grades

#### 6.1.1 General Information

- A.** Only OLA Student Records is empowered to release final grades.
- B.** Once a final grade is entered on a student's Permanent Record and the grade appeal period has expired, no changes will be made to the grade.
- C.** Definitions in 6.2 show the grades and numerical equivalents that will be used and included when calculating the grade point average (GPA). Refer to 6.2.2.

#### 6.1.2 Courses Delivered by SFU, UBC, UVic

For courses students have completed which are delivered by SFU, UBC, and UVic, the final grade assigned by the delivering institution will appear on the OLA transcript. An "I" (Incomplete) grade will be assigned for courses that have not been completed.

#### 6.1.3 Procedures

- A.** A final grade is awarded after all mandatory components of the course have been completed or the course completion time has expired.
- B.** After the end of each course, an unofficial transcript is mailed to the student's most recent mailing address. Students may also view their grades by accessing MyOLA on the Website.
- C.** All final course grades will be entered into, and remain part of, a student's Permanent Record.

**D.** Any errors or omissions are to be reported to OLA Student Records on receipt of the grades. Release of grades takes place four to six (4–6) weeks after examinations are written.

**E.** Students are to contact OLA Student Records if they do not receive their grade within ten (10) weeks after submitting all assignments and writing the final examination.

Note: Students who write their final examination or project but fail to complete and submit all assignments will be assigned an "I" (Incomplete) grade.

### 6.2 Definitions

#### 6.2.1 Grade/Numerical Equivalent/Definition

A+	4.33	
A	4.00	
A–	3.67	Consistently distinguished performance in assignments and examinations.
B+	3.33	
B	3.00	
B–	2.67	Above-average achievement, with the student exhibiting consistent mastery of the subject material.
C+	2.33	
C	2.00	
C–	1.67	Average performance, with the student demonstrating sufficient mastery of the subject to indicate success in the next higher course in the same field.
D	1.00	Bare passing grade. A student receiving such a grade would be advised not to proceed to the next higher course in the same field without additional preparation.
F	0.00	Fail grade, assigned to a student who has not met the requirements of the course, either because the final examination was failed or because the average on the components of the course completed is below the passing level.

### 6.2.2 Grade Point Average (GPA)

**A.** The grade point average (GPA) is a means of expressing the student's performance. For OC and BCOU programs, GPAs are used only for determining whether or not a student has met graduation requirements and in the selection for some awards. The GPA of a group of courses is calculated by determining the grade point value for each course, multiplying the course credit value by the numerical equivalent of the grade, then adding up all the grade point values, and dividing by the total number of course credits.

**B.** Where more than one attempt at courses deemed equivalent and used to fulfill program requirements has been made, the course with the higher grade will be chosen for purposes of the GPA calculation.

### 6.2.3 Other Grades

The following are used but are not included in the calculation of the GPA for college and university courses delivered by OLA:

AG Aegrotat grade

Awarded to a student who is passing, but for a good reason is unable to complete an essential portion of a course. Credit is granted.

I Incomplete grade

Awarded on expiry of the time allowed for the course to any student who has not written the final examination, who has not completed a mandatory component of the course, or who has been granted an extension but has not completed the course by the expiry date of the extension.

M All required coursework completed

Course completed successfully on a credit-free basis, no examination required. (The "M" symbol is used only in designated courses.)

S Satisfactory performance

All course requirements completed.

U Unsatisfactory performance

Course requirements are not met.

W Withdrew from course

according to accepted policy

XT Grade deferred (extension)

### 6.2.4 Non-credit Courses

The following are used for non-credit courses but are not included in the calculation of the grade point average:

J All required coursework completed

K Course not completed

### 6.3 Transcripts (Official and Unofficial)

**6.3.1** An official transcript is a copy of a student's detailed Permanent Record that bears the registrar's (or delegate's) signature and the seal of OLA. After completing a course, students automatically receive one unofficial transcript with their grade. Students may order official transcripts by accessing MyOLA on the Website or by completing and submitting the Transcript Request form, provided on the Website and in the Forms Package.

**6.3.2** Official transcripts will not be issued for any student who is in debt to OLA.

## 7. Academic Appeals

### 7.1 Policy

**7.1.1** Students may request a review of an OLA academic decision (e.g., assignment grades, final grades, PLAR, credit transfer, program admission, etc.).

### 7.2 Procedures: Informal Reviews

**7.2.1** Students who have reason to believe their assignment or examination grade is inaccurate should immediately contact their course tutor.

**7.2.2** Students should contact the program area for an informal review of all other academic decisions.

### 7.3 Procedures: Formal Reviews

**7.3.1** Students may request a formal review of an OLA academic decision.

**A.** A request for a formal review of an academic decision must be submitted in writing on the appropriate form to the Office of the Registrar within thirty (30) calendar days of the date in which the decision was mailed, and included with it any relevant information and the appropriate fee.

The fee will be refunded if the student's appeal is successful.

**B.** The registrar will not proceed with a request made more than thirty (30) calendar days after the date in which the decision was mailed unless the student explains in writing why she or he was unable to submit her or his request within the time limit.

**C.** The registrar may, in her or his discretion, extend the time limit to request a review on any terms she or he considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for a review.

**D.** The registrar will review the request for a review and supporting information provided. If the registrar decides there is a reasonable basis for the review, she or he will forward it to the program dean or designate for a decision.

**E.** The dean or designate may rescind or vary any previous academic decisions made.

**F.** The dean or designate will inform the student of the decision within three (3) weeks.

**7.3.2** In the event the student is dissatisfied with the decision made by the dean or designate, the student may submit a request for a review to the Standing Committee on Academic Reviews.

**A.** A request for a review by the Standing Committee on Academic Reviews must be submitted in writing within thirty (30) calendar days of the date in which the decision was mailed, along with the appropriate fee to the Office of the Registrar. The fee will be refunded if the student is successful.

**B.** The request must include:

- 1.** A clear and concise statement of the decision which is being appealed
- 2.** A chronology of events involved in the appeal, including details of attempts to resolve the issue informally
- 3.** The desired outcome being sought
- 4.** All documentation the applicant wishes to be reviewed. Students requesting a review of a decision on work which has been returned to them must submit the original work with their request.



- C.** The registrar will review the request for a review and supporting information provided. If the registrar decides there is a reasonable basis for the review, she or he will forward it to the Standing Committee on Academic Reviews.
- D.** The registrar will not proceed with a request made more than thirty (30) calendar days after the date in which the decision was mailed unless the student explains in writing why she or he was unable to submit her or his request within the time limit.
- E.** The registrar may, in her or his discretion, extend the time limit to request a review on any terms she or he considers appropriate in the circumstances, or may refuse an extension of time and dismiss the request for a review.
- F.** The registrar will appoint a committee chair and two members, one of which will be a tutor or instructor, to serve on the Standing Committee on Academic Reviews.
- G.** The committee will review the information submitted by the student and any other information provided.
- H.** The committee, at its discretion, may hold a meeting with the student. If such a meeting is held, the committee may invite any other person(s) it considers appropriate to attend, and the student may attend with a representative of her or his choosing.
- I.** After its review, the committee shall inform the registrar in writing of the decision within thirty (30) calendar days. The committee may rescind or vary any previous academic decisions made.
- J.** The registrar, or designate, shall inform the student of the decision in writing.
- K.** No further reviews will be permitted.

## **8. Program Completion and Graduation**

### **8.1 Graduation Requirements**

#### **8.1.1 Certificate and Diploma Programs**

- A.** There are no minimum grade point average (GPA) requirements for the Intermediate and Advanced Certificate programs or for the Adult Graduation Diploma of the Adult Basic Education program.
- B.** To qualify for Open College or BC Open University certificates or diplomas, students must have a GPA of 2.0 or higher, calculated on college or university courses taken through OLA or other post-secondary institutions. The GPA calculation includes the grades awarded in required courses of the certificate or the diploma, including those for which transfer credit was awarded.

#### **8.1.2 Degree Programs**

- A.** To qualify for BC Open University degrees, students must have a GPA of 2.0 or higher, calculated on the credits used to complete the degree.
- B.** For students who apply for graduation with a block transfer for a program completed at another institution (with a minimum GPA of 2.0), the GPA may be calculated on credit outside of the block.

## **8.2 Graduation Procedures**

### **8.2.1 Certificate, Diploma, and Degree Programs**

- A.** Upon completion of requirements of a certificate, diploma, or degree program, students must submit a completed Application for Graduation form to the Office of the Registrar. The form is available on the Website and from Student Services.
- B.** All official transcripts for courses taken at other institutions, with an OLA Letter of Permission, must be received by the Office of the Registrar before an application for graduation will be taken forward.

### **8.2.2 Graduation Deadlines**

- A.** Upon completion of the requirements of a degree, students must submit a completed Application for Graduation form to the Office of the Registrar by March 1 for the spring Academic Council meeting, May 1 for the summer Academic Council meeting, August 1 for the fall Academic Council meeting, and December 1 for the winter Academic Council meeting. The form is available on the Website and from Student Services.
- B.** Students who wish to receive their degree parchment prior to the graduation ceremony (Celebration of Learning) are to send their request in writing to the Office of the Registrar.
- C.** There are no application deadlines for certificates or diplomas.

### **8.2.3 Graduation Ceremony**

A Celebration of Learning is held annually to recognize all learners who have completed or graduated from OLA programs. This celebration takes place in May. All students who have had their certificates, diplomas, or degrees approved and who have completed an OLA program by March 15 will be invited to attend.

### **8.2.4 Duplicate Parchments**

- A.** OLA will issue one duplicate parchment on request.
- B.** Duplicate parchments will be issued in the style of the parchment currently in use. The names of officers who signed the original parchment will be typeset. Only the registrar will sign the duplicate parchment. Duplicate parchments will indicate the original date of completion of the credential, the replacement date, and that it is a duplicate parchment.
- C.** Individuals requesting a duplicate parchment must complete and submit the required form.
- D.** Individuals requesting a change of name on the duplicate parchment must submit notarized documentation to support their legal change of name.

## 9. Release of Student Information

### 9.1 Disclosure to Students of Their Own Records

**9.1.1** Students have the right to access their academic and institutional records. To access their records, students must submit a signed request by mail or fax (emails are not acceptable) to OLA Student Records. Access will be determined on an individual basis.

**9.1.2** Students will have the right to receive transcripts of their own academic record. However, OLA will not release official transcripts if a student is in debt to the agency.

**9.1.3** No partial transcripts of a record will be issued.

**9.1.4** Students may access their examinations where information can be severed or where access to the examination as a whole does not compromise the integrity of the examination system. Where access may do the latter, OLA reserves the right to deny access.

OLA examinations are normally retained for a one-year period after the examination has been written. Examinations are then destroyed.

These provisions for access, retention, and destruction of examinations are in accordance with British Columbia's Freedom of Information and Protection of Privacy Act.

### 9.2 Disclosure to Tutors and Administrative Officers of the Agency

**9.2.1** Information about students may only be disclosed without consent of the student to designated agency officials for purposes consistent with OLA activities.

## 9.3 Disclosure to Third Parties

**9.3.1** Personal information will be disclosed without student consent for the purpose of complying with a subpoena, warrant, or order issued or made by a court, person, or body with jurisdiction to compel the production of information.

**9.3.2** Necessary personal information may be released without student consent in an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons.

**9.3.3** Information may be released to agencies or individuals conducting research on behalf of a college or university or the educational system. This will only be done under signed agreements to maintain confidentiality and to ensure no personally identifying information is made public. Research agreements are based upon Freedom of Information and Protection of Privacy Act standards.

**9.3.4** Information may be shared with those educational institutions which offer programs in association, in partnership, or in collaboration with the Open Learning Agency.

**9.3.5** Other than in the above situations, information on students will be released to third parties only with the written permission of the student.

### ■ ADULT BASIC EDUCATION

The Open Learning Agency (OLA) helps over 2,000 students a year with career and college preparation through Adult Basic Education (ABE) courses and programs. A range of distance courses is offered in career and education planning, French, English, science, mathematics, and the social sciences. Students find OLA's courses a flexible way to take a prerequisite needed for entry to a college or career program.

OLA's ABE courses and programs follow the guidelines and requirements established by the provincial government in conjunction with BC's community college system. The ABE Intermediate Certificate program (Grade 10 equivalency) and the Advanced Certificate program (Grade 11 equivalency) are offered to adult learners interested in entering the workforce, vocational programs, or Grade 12 studies.

The Adult Graduation Diploma program (Grade 12 equivalency) replaces the former ABE Provincial Diploma option and the "Adult Dogwood." Through this program, OLA provides adult learners with the opportunity to complete their BC Ministry of Education secondary school graduation requirements in order to enter the workforce or post-secondary studies.

## Adult Basic Education

OLA's Adult Basic Education program (ABE), designed for adults by the Ministry of Advanced Education, is similar to ABE programs offered by other colleges in BC. OLA provides:

- A partial program at the fundamental level and a wide range of courses at the intermediate (Grade 10), advanced (Grade 11), and diploma levels (Grade 12)
  - The flexibility to transfer courses from other colleges and schools or to demonstrate knowledge acquired through less formal learning
  - The opportunity to take prerequisites needed for entry to other post-secondary institutions
  - A wide range of related services, including free English and mathematics assessments
- For program updates, refer to the Website or contact Student Services.

## Choosing Courses

- The course or level students begin with depends on what they know and can do. For example, students who wish to register in courses for the Adult Graduation Diploma do not necessarily need all the ABE Advanced Certificate courses. However, certain skills are needed to succeed in a course. Assessments are available for English and mathematics placement. Refer to page 4.
- The courses students take may depend on courses they have already completed. For example, students may be able to apply credits earned in high school toward the Adult Graduation Diploma. To obtain the diploma, students are normally required to complete a minimum of three courses they have taken as an adult (at minimum be 19 years of age, or be 18 years of age and have been out of the public school system a minimum of twelve months). A minimum of one of the required courses must be completed through OLA to obtain the diploma.
- The choice of courses depends on the student's educational goals. Students who plan to go to a college and transfer to a university later on, or plan to take certain vocational programs, usually have to complete an advanced-level mathematics course and four provincial-level courses. Students who plan to go directly to a university or an institute usually are required to complete a minimum of eight courses (four advanced and four provincial). Some universities also require an elementary understanding of a second language. Students are required to submit an official transcript showing graduation and a record of their courses and marks to the educational institution they wish to attend.
- The number of courses students choose may depend on how much work they can handle. Most students start with one course, or at most two. Learning is more effective when students work hard and finish quickly rather than take a large number of courses at the same time.
- Students undecided about their educational and career goals, or who need to improve their time-management and study skills, may register in an education and career planning (EDCP) course.
- Most ABE courses should be completed in six or eight months, but students have the option to finish sooner.

## Intermediate Certificate

(Grade 10 Equivalency)

- This program is available to applicants residing in Canada or outside Canada.

### Certificate Requirements

Four courses are required as follows:

#### English (one required)

- ENGL 010, *Reading and Writing English*
- ENGL 013, *Studying English*

#### Mathematics

- MATH 014, *Intermediate Mathematics*

#### Science

- SCIE 010, *General Science*

#### Elective

- EDCP 010, *Intermediate Education and Career Planning*

- For program updates, refer to the Website or contact Student Services.

## Advanced Certificate

(Grade 11 Equivalency)

- This program is available to applicants residing in Canada or outside Canada.

### Certificate Requirements

Four courses are required as follows:

#### English

- ENGL 028, *Advanced English Skills*

#### Mathematics (one required)

- MATH 024, *Advanced Mathematics*
- MATH 026, *Industrial Mathematics*

#### Science (one required)

- BISC 023, *General Biology*
- CHEM 024, *Principles of Chemistry*
- EASC 024, *Earth Science*
- PHYS 024, *Introductory Physics*

#### Elective (one required)

- BISC 023, *General Biology\**
- BUSM 131, *Accounting I*
- CHEM 024, *Principles of Chemistry\**
- EASC 024, *Earth Science\**
- FREN 020, *French I*
- MATH 024, *Advanced Mathematics\**
- PHYS 024, *Introductory Physics\**
- SOST 024, *Exploring Canadian Issues*
- SOST 028, *Canada and the Contemporary World*

\* Provided not already used to fulfill the science or mathematics requirement

- For program updates, refer to the Website or contact Student Services.

## Adult Graduation Diploma

(Grade 12)

- This program is available to applicants residing in Canada or outside Canada.

### Diploma Requirements

The BC Ministry of Advanced Education credential parallels the requirements of the Ministry of Education's Adult Graduation Diploma.

Five courses, minimum three of which are normally completed as an adult (at minimum be 19 years of age, or be 18 years of age and have been out of the public school system a minimum of twelve months) are required as follows:

#### English (one required)

- ENGL 030, *Introduction to Literature*
- ENGL 034, *Survey of British Literature* or an approved Grade 12 Language Arts course

#### Mathematics (one required)

- MATH 024, *Advanced Mathematics*
- MATH 026, *Industrial Mathematics*
- BUSM 131, *Accounting I* or an approved mathematics or accounting course at the Grade 11 level or higher

#### Electives (three required)

- BISC 030, *Provincial Biology*
- BUSM 132, *Accounting II*
- EDCP 030, *Provincial Education and Career Planning* (provided not used to fulfill the requirements for the ABE Intermediate Certificate)
- ENGL 034, *Survey of British Literature* (assumes not used for English requirement)
- ENGL 106, *Written Communication*
- FNST 030, *First Nations Studies I*
- FNST 040, *First Nations Studies II*
- GEOG 030, *Physical and Human Geography*
- HIST 030, *Twentieth-Century History*
- MATH 034, *Pre-Calculus*
- PHYS 034, *Senior Physics*
- SOST 024, *Exploring Canadian Issues* or SOST 028, *Canada and the Contemporary World* (or Socials 11)

#### Residency Requirement

Minimum of one of the required courses must be completed through OLA.

#### Note

Approved Grade 12, college, or university courses may be eligible (consult an OLA program advisor). Prior completion of all ABE Advanced Certificate requirements (refer to page 31) is not mandatory, although certain courses do have prerequisites.

Any course that is ministry-authorized by either the Ministry of Education (4 secondary-school credits) or the Ministry of Advanced Education as meeting the requirements for graduation may be used toward the BC Adult Graduation Diploma.

Courses taken through OLA or at other recognized schools or colleges in BC or elsewhere can be assessed for credit toward the Advanced Certificate and/or the BC Adult Graduation Diploma. A completed Program Admission form, provided at the end of this calendar, on the Website, and on the PASBC Website ([www.pas.bc.ca](http://www.pas.bc.ca)), official transcripts from all schools and institutions attended, and the appropriate fee are required for an assessment. The transfer credit assessment fee may be waived if students are submitting transcripts only from BC secondary schools, BC college ABE programs, or OLA.

Some non-formal courses and qualifications have also been assessed as providing transferable credit. Credit can also be earned by demonstrating knowledge through challenge examinations or through the assessment of a portfolio.

Students who wish to enter a university directly need to meet the requirements of the institution they plan to attend and should select courses accordingly.

Credit courses from BC post-secondary institutions used to meet the requirements of the Adult Basic Education Advanced Certificate or Adult Graduation Diploma qualifications may also be used to meet the requirements of an OC program qualification.

- For program updates, refer to the Website or contact Student Services.

- **ARTS AND SCIENCE**
- **BUSINESS AND MANAGEMENT STUDIES**
- **CAREER PRACTITIONER**
- **GENERAL STUDIES**
- **HEALTH AND HUMAN SERVICES**
- **INFORMATION TECHNOLOGY**

The Open Learning Agency (OLA) offers certificate and diploma programs through Open College (OC) and degree programs through BC Open University (BCOU) in the areas of arts and science, business and management studies, health and human services, general studies, and information technology. Professional development in career counselling is also offered through BCOU. Co-operative arrangements with other educational institutions, community organizations, industry, business, and professional associations provide students with choice in earning recognized credentials.

OC's speciality is quality career training, credit-laddering options, and continuing skill development. In addition to serving individual students, OLA works with employers throughout British Columbia, Canada, and beyond to provide solutions for workplace education and professional needs.

Through BCOU, students may earn associate and bachelor degrees by completing courses available through OLA or in conjunction with campus-based studies at other institutions. Some BCOU degrees are offered in association with colleges and university colleges in British Columbia and elsewhere in Canada.

OLA's Open College and BC Open University credentials are recognized in British Columbia's public post-secondary system and by other educational institutions, government, and employers.

## Associate of Arts

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Associate of Arts degree program provides students with a broad academic education to prepare them for the workplace and for upper-level university study. The degree requirements for the Associate of Arts may be met through OLA's university transfer courses, or by taking university transfer courses at other recognized colleges and/or universities in BC (refer to the *BC Transfer Guide*: [www.bccat.bc.ca](http://www.bccat.bc.ca)). Courses used to complete the BCOU Associate of Arts degree must also have transfer credit to one other BC university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

The Associate of Arts degree ladders into BCOU Bachelor of Arts or Bachelor of General Studies degrees. Course credit may also be used to complete other BCOU degrees.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

6 credits of university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

## Degree Requirements

60 credits of first- and second-year courses (upper-level courses may be used to meet program requirements), with a grade point average (GPA) of 2.0, are required as follows:

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 18 credits in first-year arts other than English, of which 6 credits are in the social sciences and 6 credits are in humanities (including the creative and performing arts but not including studio courses), and no more than 6 credits are in any one subject area
- 18 credits of second-year arts in two or more subject areas
- 6 credits in natural science (e.g., astronomy, biology, chemistry, geology, physics, physical geography), including 3 credits in a lab science
- 3 credits in mathematics, statistics, or computer science
- 9 credits of first- or second-year university-level courses

### Note

Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course.

The first-year science requirement includes a 1-credit hands-on laboratory component (e.g., OLA's GEOL 120). Additional credits (if any) earned in first-year laboratory courses do not count toward the 60-credit requirements.

No course may be used to meet more than one of the specific requirements.

- For program updates, refer to the Website or contact Student Services.



## Associate of Science

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Associate of Science degree program provides students with a broad academic education to prepare them for the workplace or for further university study. The degree requirements for the Associate of Science may be met through OLA's university transfer courses, or by taking university transfer courses at other recognized colleges and/or universities in BC (refer to the *BC Transfer Guide*: [www.bccat.bc.ca](http://www.bccat.bc.ca)). Courses used to complete the BCOU Associate of Science degree must also have transfer credit to one other BC university (Simon Fraser University, University of British Columbia, University of Northern British Columbia, University of Victoria).

The Associate of Science degree ladders into BCOU Bachelor of Science or Bachelor of General Studies degrees. Course credit may also be used to complete other BCOU degrees.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

6 credits of university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

## Degree Requirements

60 credits of first- and second-year courses (upper-level courses may be used to meet program requirements), with a grade point average (GPA) of 2.0, are required as follows:

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in arts other than English, mathematics, or laboratory-based science courses
- 18 credits in first-year natural science, mathematics (including statistics), or engineering science, of which no more than 6 credits may be in one subject area
- 6 credits of mathematics (may include OLA's MATH 150, 210, 230, STAT 102), of which 3 credits must be in calculus (e.g., OLA's MATH 120 or 121; OLA's MATH 101 and 104 do not meet this requirement)
- 18 credits of second-year courses in two or more of the following subject areas: natural science, mathematics (including statistics), or engineering science
- 6 credits of first- or second-year university-level courses

### Note

Some interdisciplinary areas of studies may be allocated to more than one of the subject areas, depending on the content of the course.

The first-year science requirement includes a 1-credit hands-on laboratory component. Additional credits (if any) earned in first-year laboratory courses do not count toward the 60-credit requirements.

No course may be used to meet more than one of the specific requirements.

- For program updates, refer to the Website or contact Student Services.

## Bachelor of Arts, General Program

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Arts, General Program provides students with a broad education in arts, with specialization in two subjects (15 upper-level credits each). Students may complete the program with concentrations in arts and sciences (English, economics, fine art, geography, history, psychology, or sociology), or in a combination of a business administration and an arts and science concentration. OLA offers many courses that fulfill the degree requirements. Students choosing this option should note that they may be required to complete make-up courses before being eligible for graduate programs in their subjects of specialization.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

### Degree Requirements

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

#### General Education Requirements (24 credits)

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science
- 6 credits in social science

#### Upper-Level Requirements (45 credits)

- 15 credits in each of two areas of specialization (e.g., business and administrative studies, English, economics, fine art, geography, history, psychology, sociology) for a total of 30 credits
- 15 upper-level elective credits

#### Elective Requirements (51 credits)

- May be lower- or upper-level credit

#### Note

30 credits of the degree requirements may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses.

- For program updates, refer to the Website or contact Student Services.

## Bachelor of Arts, General Studies

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Arts, General Studies degree program provides students with a broad education in arts. Students complete the program with 30 credits of upper-level study in courses within the arts and science disciplines. OLA offers many courses that fulfill the degree requirements. Students choosing this option should note that they may be required to complete make-up courses before being eligible for graduate programs.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

### Degree Requirements

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

#### General Education Requirements (24 credits)

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science
- 6 credits in social science

#### Upper-Level Requirements (45 credits)

- 30 credits in arts and science disciplines (refer to page 38; most disciplines listed on the page are considered "arts"; education, business and administrative studies courses are reviewed on a case-by-case basis)
- 15 upper-level elective credits

#### Elective Requirements (51 credits)

- May be lower- or upper-level credit

#### Note

30 credits of the degree requirements may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses.

- For program updates, refer to the Website or contact Student Services.

### General Education Requirements—Arts and Science Degree Programs

BCOU degrees in arts, fine and performing arts [e.g., design, fine art, music (performance), music (jazz studies), and music therapy], and science require the completion of general education requirements. All degrees require 6 credits of university-level English. In addition, the degrees require completion of requirements in humanities (normally other than English), mathematics and/or science, and social science.

Courses in certain discipline areas may not be used to meet general education requirements of specific programs; program descriptions identify these exclusions. Students are advised to consult with their OLA program advisor before registering in courses to meet general education requirements for arts and science degree programs.

#### Courses in discipline areas listed below meet general education requirements for arts and science degrees.

##### Humanities

Art History  
Classical Languages and Literature  
Classical Studies  
Comparative Literature  
Communications  
Creative Writing  
Cultural Studies  
History  
Humanities  
Journalism  
Linguistics  
Media Studies  
Modern Languages and Literature  
Music History  
Philosophy  
Religious Studies  
Theatre Studies

##### Mathematics and/or Science

Astronomy  
Biochemistry  
Biology  
Botany  
Chemistry  
Computer Science  
Earth Science  
Ecology  
Environmental Science  
Geology  
Geophysics  
Mathematics

Microbiology  
Ocean Science  
Physical Anthropology  
Physical Geography  
Physics  
Physiology  
Statistics  
Zoology

##### Social Science

Anthropology  
Archaeology  
Criminology  
Economics  
International Relations  
Political Science  
Psychology  
Regional/Human/Cultural Geography  
Sociology

##### Other Disciplines

Administrative Studies  
Asian Studies  
Canadian Studies  
Education  
Environmental Studies  
Gender Studies  
Indigenous (First Nations) Studies  
Kinesiology  
Latin American Studies  
Legal Studies  
Urban Studies  
Women's Studies

## Bachelor of Arts, Major Program

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Arts, Major Program is designed for students wanting to specialize in one discipline. Students may complete one of the following four major programs:

- English
- History
- Psychology
- Sociology

The program requirements and any specific courses needed to complete the program are defined on the following pages. OLA offers many courses that fulfill both lower and upper degree requirements, but students may need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the BCOU degree program. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements.

### Admission Requirements—All Majors

Open admission. Refer to admission policy on page 6.

### Residency Requirements—All Majors

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

### Directed Studies—All Majors

*Directed Studies* consists of concentrated study of a topic in the discipline of the major selected by the student in consultation with a tutor. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major, and a minimum of 15 credits of upper-level courses in the subject of their major. Students who are ready to register in the *Directed Studies* course are required to consult with their OLA program advisor about registration procedures.

### Note—All Majors

30 credits of the degree requirements may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

**Degree Requirements—English Major**

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

**General Education Requirements (24 credits)**

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science
- 6 credits in social science

**Lower-Level Requirements (12 credits)**

- The following OLA 3-credit courses or equivalents: ENGL 100 or 102; ENGL 101 or 103; ENGL 220, 221
- Courses used to meet lower-level requirements meet general education requirements in that area.
- C average is required in lower-level courses.

**Upper-Level Requirements (45 credits)**

- 27 credits of upper-level English courses to include:
  - 3 credits in Canadian literature (may be OLA's ENGL 432)
  - 3 credits in twentieth-century poetry and/or drama (may be OLA's ENGL 435)
  - 3 credits in eighteenth- or nineteenth-century literature (includes Victorian writers)
  - 3 credits in Renaissance/medieval literature (includes Chaucer or Shakespeare)
  - 15 credits of other upper-level English courses (may include OLA's ENGL 424, 442)
- 3 credits of *Directed Studies* (ENGL 499)
- 15 credits of upper-level elective courses
- A minimum grade of C is required in each upper-level course, including *Directed Studies*.

Note: ENGL 301 or similar courses cannot be used to meet the upper-level English requirements.

**Elective Requirements**

- May be lower- or upper-level credit

**Note**

30 credits of the degree requirements may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

**Degree Requirements—History Major**

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

**General Education Requirements (24 credits)**

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science
- 6 credits in social science

**Lower-Level Requirements (12 credits)**

- The following OLA 3-credit courses or equivalents: HIST 120, 121
- 6 credits of other lower-level history courses (may include OLA's HIST 225, 241)
- Courses used to meet lower-level requirements meet general education requirements in that area.
- C average is required in lower-level courses.

**Upper-Level Requirements (45 credits)**

- 27 credits of upper-level history courses (may include OLA's HIST 406, HUMN 300)
- 3 credits of *Directed Studies* (HIST 499)
- 15 credits of upper-level elective courses
- A minimum grade of C is required in each upper-level course, including *Directed Studies*.

**Elective Requirements**

- May be lower- or upper-level credit

**Note**

30 credits of the degree requirements may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

**Degree Requirements—Psychology Major**

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

**General Education Requirements (24 credits)**

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science
- 6 credits in social science

**Lower-Level Requirements (15 credits)**

- The following OLA 3-credit courses or equivalents: PSYC 101, 102, 210; PSYC 220 or STAT 102
- 3 credits of a second-year psychology course (may be OLA's PSYC 245 or 255)
- Courses used to meet lower-level requirements meet general education requirements in that area.
- C average is required in lower-level courses.

**Upper-Level Requirements (45 credits)**

- 27 credits of upper-level psychology courses (may include OLA's PSYC 344, 345, 346, 361)
- 3 credits of *Directed Studies* (PSYC 499)
- 15 credits of upper-level elective courses
- A minimum grade of C is required in each upper-level course, including *Directed Studies*.

Note: An upper-level course in statistics is strongly recommended for students who intend to pursue a post-graduate degree in psychology.

**Elective Requirements**

- May be lower- or upper-level credit

**Note**

30 credits of the degree requirements may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

**Degree Requirements—Sociology Major**

120 credits, including 45 upper-level credits, with a grade point average (GPA) of 2.0, are required as follows:

**General Education Requirements (24 credits)**

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science
- 6 credits in social science

**Lower-Level Requirements (18 credits)**

- The following OLA 3-credit courses or equivalents: SOCI 101, 102; PSYC 220 or STAT 102
- 6 credits of lower-level sociology courses
- 3 credits of a second-year sociology course (may be OLA's SOCI 222)
- Courses used to meet lower-level requirements meet general education requirements in that area.
- C average is required in lower-level courses.

**Upper-Level Requirements (45 credits)**

- 27 credits of upper-level sociology courses (may include OLA's SOCI 422, 430, 431; or CNST, CRIM, HIST, WOST courses with approval of the program area)
- 3 credits of *Directed Studies* (SOCI 499)
- 15 credits of upper-level elective courses
- A minimum grade of C is required in each upper-level course, including *Directed Studies*.

**Elective Requirements**

- May be lower- or upper-level credit

**Note**

30 credits of the degree requirements may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

- For program updates, refer to the Website or contact Student Services.

## Bachelor of Design

- This program is available to applicants residing in Canada or outside Canada

The BCOU Bachelor of Design degree program balances and integrates the academic and studio requirements specific to design with general education requirements. The program is open to students and graduates of the Ontario College of Art & Design (OCAD) and to other applicants. OLA offers some courses that fulfill both lower and upper degree requirements, but students may need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the BCOU degree program. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements.

### Admission Requirements

Students and graduates of OCAD (or OCA) may apply for admission and receive a block transfer. Students may be registered concurrently in the OCAD diploma program and the BCOU degree program.

Other applicants are admitted on a case-by-case basis according to OLA admission policies. Contact an OLA program advisor to determine eligibility.

### Residency Requirements

6 credits of university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

Students residing outside BC complete 6 credits of BCOU coursework.

- Ontario College of Art & Design  
www.ocad.ca  
416-977-6000

### Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

#### General Education Requirements (27 credits)

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities (excludes art history and may exclude English)
- 6 credits in mathematics and/or science
- 6 credits in social science
- 3 elective credits in any approved academic discipline (may include art history)

#### History and Theory of Art (18 credits)

- 18 credits in historical or theoretical approaches to art, 9 at upper level

#### Studio Requirements (75 credits)

- 75 credits in studio work, 36 at upper level

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

- For program updates, refer to the Website or contact Student Services.

## Bachelor of Fine Art

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Fine Art degree program balances and integrates the academic and studio requirements specific to fine art with general education requirements. The program is open to graduates and students at three institutions—Ontario College of Art & Design (OCAD), Georgian College of Applied Arts and Technology (Ontario), and BC's University College of the Cariboo (UCC)—and to other applicants. OLA offers some courses that fulfill both lower and upper degree requirements, but students may need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions and transfer the credit to the BCOU degree program. Students require a Letter of Permission to take a course at another post-secondary institution to meet program requirements.

### Admission Requirements

Students and graduates of OCAD (or OCA), Georgian College Fine Arts Advanced Diploma, or UCC Fine Arts Diploma may apply for admission and receive a block transfer. It is recommended that students be registered concurrently in the diploma program and the BCOU degree program.

Other applicants are admitted on a case-by-case basis according to OLA admission policies. Contact an OLA program advisor to determine eligibility.

### Residency Requirements

6 credits of university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

Students residing outside BC complete 6 credits of BCOU coursework.

- Ontario College of Art & Design  
www.ocad.ca  
416-977-6000
- Georgian College of Applied Arts and Technology  
www.georgianc.on.ca  
705-722-1560
- University College of the Cariboo  
www.cariboo.bc.ca  
(250) 828-5000

### Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

#### General Education Requirements (27 credits)

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

##### Georgian College, UCC Students/Graduates

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities (excludes art history and may exclude English)
- 3 credits in mathematics and/or science
- 6 credits in social science
- 6 lower-level or upper-level university credits in any approved academic discipline (may include art history)

##### OCAD (OCA) Students/Graduates, Other Applicants

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities (excludes art history)
- 6 credits in mathematics and/or science
- 6 credits in social science
- 3 elective credits in any approved academic discipline (may include art history)

#### History and Theory of Art (18 credits)

##### All Students

- 18 credits in historical or theoretical approaches to art, 9 at upper level

#### Studio Requirements (75 credits)

##### All Students

- 75 credits in studio work, 36 at upper level

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

- For program updates, refer to the Website or contact Student Services.



## Bachelor of Music (Jazz Studies)

- This program is available only to specific applicants (see below).

The BCOU Bachelor of Music (Jazz Studies) degree program balances and integrates the instruction of jazz, traditional music, and general education requirements. It is designed for self-employed professionals, for those who want to continue their musical development as part of a liberal arts education, and for those interested in teaching music. The program is open to graduates and students at two institutions—Capilano College (BC) and Humber College of Applied Arts and Technology (Ontario).

### Admission Requirements

Enrolment in or completion of the Capilano College Jazz Studies Diploma program or the Humber College Music program (Arranging/Composition profile). It is recommended that students be registered concurrently in the diploma program and the BCOU degree program.

- For more information on the Jazz Studies Diploma program, contact Capilano College:  
www.capcollege.bc.ca  
604-984-4951
- For more information on the Humber College Music program, contact Humber College:  
www.humberc.on.ca  
416-675-6622, ext. 3532
- For updates on the BCOU degree program, refer to the Website or contact Student Services.

### Degree Requirements

Completion of the Capilano College Jazz Studies Diploma program or the Humber College Music program and completion of additional credit with a grade point average (GPA) of 2.0. The total number of credits required for the degree varies according to the program offered at Capilano College or Humber College.

Specific categories of degree requirements are as follows:

#### General Education Requirements (24–30 credits)

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities (excludes music history and may exclude English)
- 3 credits in mathematics or science
- 6 credits in social science
- 3–9 credits of academic electives

#### Music/Jazz Studies History and Theory Requirements (number of credits varies)

- For specific requirements, contact an OLA program advisor or Capilano College or program staff at Humber College.

#### Jazz Studies Performance Requirements (number of credits varies)

- For specific requirements, contact an OLA program advisor or Capilano College or program staff at Humber College.
- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

## Bachelor of Music (Performance)

- This program is available only to specific applicants (see below).

The BCOU Bachelor of Music (Performance) degree program balances and integrates academic and performance requirements in music with general education requirements. The program is open to graduates and students at two institutions—The Vancouver Academy of Music (BC) and The Glenn Gould Professional School of The Royal Conservatory of Music (Ontario).

### Admission Requirements

Enrolment in or completion of The Vancouver Academy of Music program (since 1994) or The Royal Conservatory of Music Performance Diploma program (since 1997). It is recommended that students be registered concurrently in the diploma program and the BCOU degree program.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

Students residing outside BC complete 6 credits of BCOU coursework.

- For more information on The Vancouver Academy of Music program, contact the registrar of The Vancouver Academy of Music:  
1270 Chestnut Street, Vancouver, BC V6J 4R9  
604-734-2301
- For more information on The Glenn Gould Professional School program, contact the registrar of The Glenn Gould Professional School of The Royal Conservatory of Music:  
www.rcmusic.ca  
416-408-2824
- For updates on the BCOU degree program, refer to the Website or contact Student Services.

## Degree Requirements

Completion of The Vancouver Academy of Music program or The Royal Conservatory of Music Performance Diploma program and completion of additional credit with a grade point average (GPA) of 2.0. The number of credits required for the degree varies according to the program offered at The Vancouver Academy of Music or The Glenn Gould Professional School of The Royal Conservatory of Music.

Specific categories of degree requirements are as follows:

### General Education Requirements (21 credits)

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities (excludes English and music history)
- 3 credits in mathematics or science
- 6 credits in social science

### Music History and Theory Requirement (number of credits varies)

- For specific requirements, contact an OLA program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould Professional School of The Royal Conservatory of Music.

### Music Performance Requirements (number of credits varies)

- For specific requirements, contact an OLA program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould Professional School of The Royal Conservatory of Music.
- The requirements for the Major in Vocal Performance *only* include language coursework.

For specific requirements, contact an OLA program advisor or program staff at The Vancouver Academy of Music or The Glenn Gould Professional School of The Royal Conservatory of Music.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

## Bachelor of Music Therapy

- This program is available only to specific applicants (see below).

The BCOU Bachelor of Music Therapy degree program balances and integrates academic and music requirements specific to music therapy with general education requirements. The program is open to graduates and students at Capilano College (BC).

### Admission Requirements

Enrolment in or completion of the Capilano College Music Therapy program. It is recommended that students be registered concurrently in the diploma program and the BCOU degree program.

- For more information on the Music Therapy program, contact Capilano College:  
www.capcollege.bc.ca  
604-984-4951
- For updates on the BCOU degree program, refer to the Website or contact Student Services.

### Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

#### General Education Requirements (24 credits)

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in mathematics or science
- 6 credits in humanities (excludes English; may be music history, theory, or performance credit)
- 6 credits in social science (must be psychology, equivalent to OLA's PSYC 101 and 102)
- 3 credits of electives (may be music history, theory, or performance credit)

#### Psychology Requirements (9 credits)

(in addition to 6 credits in general education requirements; may be lower or upper level)

- 3 credits in abnormal psychology (e.g., OLA's PYSC 245)
- 3 credits in developmental psychology (e.g., OLA's PYSC 344)
- 3 credits psychology elective (e.g., OLA's PYSC 255, 345, 346, 361)

#### Music History and Theory Requirements (18 credits)

- 3 credits at upper level

#### Music Therapy Requirements (69 credits)

- 60 credits in required music therapy courses
- 9-credit supervised internship

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

## Bachelor of Science, General Program

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Science, General Program concentrates study in one subject to the level required for a minor (18 upper-level credits). No labs are required. OLA offers many courses that fulfill the specific lower-level requirements of the degree. Because OLA's offering of upper-level science courses is limited, students should expect to complete a significant number of courses through other institutions. Students choosing this option should recognize that they may be required to complete further specialized courses before being eligible for graduate programs in their subjects of specialization.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

### Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

#### General Education Requirements (24 credits)

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science
- 6 credits in social science

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

### Lower-Level Requirements (24 credits)

- The following OLA 3-credit courses or equivalents: MATH 120, 121 (OLA's MATH 101 and 104 do not meet this requirement)
- 18 credits in first- or second-year science with a minimum of 6 credits in any three of the following subject areas:
  - Life science (e.g., biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology)
  - Chemical science (e.g., chemistry, biochemistry)
  - Physical science (e.g., astronomy, physics)
  - Earth science (e.g., geology, atmospheric science, physical geography, geophysics, physical oceanography)
  - Mathematics (including statistics)
  - Applied science (e.g., bioresource, chemical, civil, mechanical, electrical, or computer engineering, forensic, forest, or agricultural science)

Some interdisciplinary areas of studies may be allocated to more than one of these subject areas, depending on the content of the course.

### Upper-Level Requirements (45 credits)

- 30 credits in three areas of science (18 credits in one area, 6 credits in each of the other two areas). Students must select three distinct subject areas in consultation with the program area.
- 15 upper-level elective credits (may be science or non-science courses)

### Elective Requirements (27 credits)

- May be lower or upper level
- May be science or non-science courses

### Note

30 credits of the degree requirements may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses.

- For program updates, refer to the Website or contact Student Services.

## Bachelor of Science, Major Program

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Science, Major Program is designed for students wanting to specialize in biology/life science. OLA defines the program requirements but does not offer all the required curriculum. Therefore, students need to complete some degree requirements through classroom or distance courses from other recognized post-secondary institutions, and apply to transfer the credit to the BCOU degree program.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

### Directed Studies

*Directed Studies* consists of concentrated study of a topic in the subject of the major (biology/life science) selected by the student in consultation with a tutor. It is open to students who have fulfilled the general education requirements, all the lower-level requirements of the major (biology/life science), and a minimum of 15 credits of upper-level courses in the subject of their major (biology/life science). Students who are ready to register in the *Directed Studies* course are required to consult with their OLA program advisor about registration procedures.

### Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

#### General Education Requirements (24 credits)

(may be met with lower- or upper-level university courses; refer to page 38 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 6 credits in humanities other than English
- 6 credits in mathematics and/or science (these meet lower-level requirements)
- 6 credits in social science

#### Lower-Level Requirements (27 credits)

- The following OLA 3-credit courses or equivalents: MATH 120, 121, and STAT 102 (OLA's MATH 101 and 104 do not meet this requirement)
- 18 credits in first- or second-year science with a minimum of 6 credits in any three of the following subject areas:
  - Life science (e.g., biology, genetics, zoology, botany, microbiology, biological oceanography, plant and animal physiology)
  - Chemical science (e.g., chemistry, biochemistry)
  - Physical science (e.g., astronomy, physics)
  - Earth science (e.g., geology, atmospheric science, physical geography, geophysics, physical oceanography)
  - Mathematics (including statistics)
  - Applied science (e.g., bioresource, chemical, civil, mechanical, electrical, or computer engineering, forensic, forest, or agricultural science)

Some interdisciplinary areas of studies may be allocated to more than one of these subject areas, depending on the content of the course.

C average is required in lower-level courses in the discipline of the major (biology/life science).

#### Upper-Level Requirements (45 credits)

- 30 credits in the area of the major (biology/life science), including 3 credits of *Directed Studies*

A minimum grade of C is required in each upper-level course, including *Directed Studies*, used to meet the 30 credits taken in the discipline of the major (biology/life science).
- 15 upper-level elective credits (may be science or non-science courses)

#### General Elective Requirements (24 credits)

- May be lower or upper level
- May be science or non-science courses

#### Note

30 credits of the degree requirements may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses.

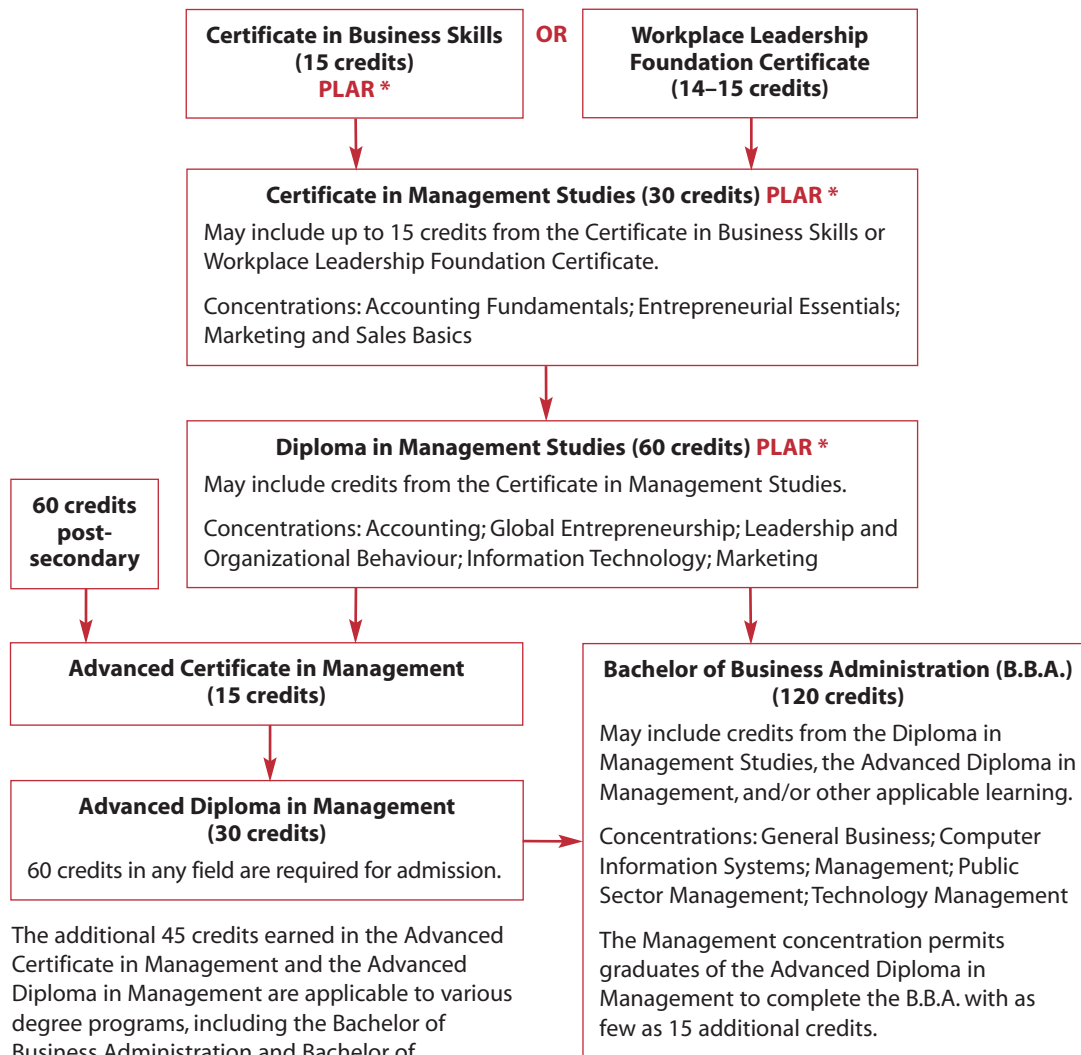
- For program updates, refer to the Website or contact Student Services.

## Selected OLA Business and Management Studies Programs

OLA offers a number of programs designed to develop supervision, business, and management skills. The chart illustrates the flexible structure of these business programs.

The chart is only intended to illustrate laddering opportunities. Refer to the following pages for more detailed information on each program's requirements. For program updates, refer to the Website or contact Student Services.

- Students may earn a certificate, diploma, or degree by fulfilling the requirements of individual programs.
- Upon completion of a credential, students may receive a block transfer of credits toward a higher credential, from certificate to diploma to degree.
- For the Certificate and Diploma in Management Studies, students may want to follow a program plan that fits their education goal.



The additional 45 credits earned in the Advanced Certificate in Management and the Advanced Diploma in Management are applicable to various degree programs, including the Bachelor of Business Administration and Bachelor of General Studies.

### \* PLAR

#### Prior Learning Assessment and Recognition

Students may use their formal studies and/or experiential learning to gain credit and start their studies at a suitable level. Refer to pages 6-7 for information about transfer credit and PLAR.

## Certificate in Business Skills

- This program is available to applicants residing in Canada or outside Canada.

This certificate program, equivalent to a four-month classroom program, enables students to develop practical skills to work in businesses and offices.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

Minimum 3 credits of OLA coursework.

### Certificate Requirements

15 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

#### Specific Course Requirements (6 credits)

- ENGL 106, *Written Communication* (3)
- 3 credits in computer studies (OLA's CMPT 108 and 109, CMPT 150, or equivalent)

#### Elective Requirements (9 credits)

- 9 credits of first-year business courses to suit career goals, normally selected from accounting, business management, business mathematics, business communications, marketing, and sales

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected meet program requirements.

- For program updates, refer to the Website or contact Student Services.

## Certificate in Office Skills

- This program is available only for classroom delivery to groups of students at an employer site or in collaboration with a partner organization.

This certificate program can be laddered into the Certificate in Management Studies.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

Minimum 3 credits of OLA coursework.

### Certificate Requirements

15 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

#### Specific Course Requirements (9 credits)

- BOTR 106, *Office Systems* (3)
- CMPT 108, *Introduction to Information Technology* (1.5)
- CMPT 109, *Computer Applications in Business* (1.5)
- ENGL 106, *Written Communication* (3)

"BOTR" (business office training) courses are not currently offered by distance delivery through OLA. Students may apply credits earned in a similar program elsewhere to the certificate. Contact an OLA program advisor and request a program plan that specifies requirements.

The CMPT 108/109 requirements can be met by substituting any introductory computing course(s) totalling 3 credits, such as CMPT 150, *Computer Concepts*.

#### Elective Requirements (6 credits)

- 6 credits of first-year courses to suit career goals, normally selected from office administration, accounting, mathematics, and communications (e.g., ENGL 107)

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected meet program requirements.

- For program updates, refer to the Website or contact Student Services.

## Workplace Leadership Foundation Certificate

- This program is available to applicants residing in Canada or outside Canada.

This certificate program provides basic instruction in a wide range of supervisory skills to assist individuals who are new to supervisory responsibilities or are preparing for promotion to a supervisor level. The program design allows students to tailor it to their needs.

This program is available via the Web. Some courses may also be available in print format with only minimal access to the Internet required. Refer to page 83 for information about taking an OLA course online via the Web.

The credits earned in this program may be applied to the Certificate in Management Studies (page 51) and the Diploma in Management Studies (page 52) and then to selected degrees. Students continuing in the management studies programs do not take ENGL 106 or BUSM 111.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

Minimum 3 credits of OLA coursework.

### Certificate Requirements (under review)

Minimum 14 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

#### Specific Course Requirements (14–15 credits)

- ADMN 262, *Analytical Decision Making* (3)
- WKPL 110, *Leadership Skills* (3)
- WKPL 130, *Interpersonal Skills* (3)
- WKPL 150, *Human Resource Development* (3)
- Approved elective (BUSM 121 or 213, or CMPT 108 and 109, or ENGL 106 or 107, or WKPL 140 suggested) (2–3 credits)

WKPL 110 is a suggested prerequisite course for other WKPL courses in the certificate program.

#### Note

Students who began their studies in this certificate program prior to September 2002 may complete the program under the previous requirements. Discontinued WKPL courses can apply to previous requirements or above requirements.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected meet program requirements.
- For program updates, refer to the Website or contact Student Services.



## Certificate in Management Studies

- This program is available to applicants residing in Canada or outside Canada.

This certificate program is well suited for students who have considerable work experience or a qualification in a technical field and would like to study management and supervisory skills. The program is also intended for those wanting to combine broad management skills with concentrated study in a specific business field. The certificate may be earned either by completing 30 credits of coursework as specified in the Business Programs Chart on page 48, or by building on one of the 15-credit certificate programs. This program normally requires the same core courses as listed for the Diploma in Management Studies on page 52.

### Admission Requirements

Open admission. Refer to admission policy on page 6.

### Residency Requirements

Minimum 3 credits of OLA coursework.

### Certificate Requirements (under review)

30 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

#### Required Core Courses (minimum 15 credits)

- Minimum one of BUSM 111, *Supervision* (3), BUSM 121, *Management Principles and Practices* (3)
- Minimum one of ADMN 262, *Analytical Decision Making* (3), MATH 107, *Business Mathematics* (3), STAT 102, *Introduction to Probability and Statistics* (3)
- ENGL 106, *Written Communication* (3)
- ENGL 107, *Business Communication* (3) or ADMN 363, *Open Communication* (3)
- 3 credits in computer studies (OLA's CMPT 108 and 109, CMPT 150, or equivalent)

Substitution of similar courses meeting the intent of these core requirements is considered on an individual basis.

Students completing the Workplace Leadership Foundation Certificate first are exempt from BUSM 111, CMPT 108, ENGL 106, and some of the elective credits.

### Elective Requirements (up to 15 credits)

- Courses generally in managerial studies (ADMN, BUSM, ECON, and some CMPT and MATH/STAT courses)
- Up to 9 credits may be in technical or specialized skills courses appropriate for the student's work, subject to approval.
- Up to 3 credits may be in an approved arts or science discipline, provided no more than 6 credits in "technical or specialized skills courses" have been included.

### Note

Students who began their studies in this certificate program prior to September 2002 may complete the program under the previous requirements.

### Areas of Specialization

Several areas of specialization are available or under development. Selection of appropriate electives leads to a Certificate in Management Studies, with an optional specialization in one of the following fields:

#### Accounting Fundamentals

BUSM 131, 132; MATH 107. Students completing ADMN 231 instead of BUSM 131/132 select an additional CGA or CMA transferable course.

#### Entrepreneurial Essentials

BUSM 104; BUSM 131 or ADMN 231; BUSM 151 or ADMN 350

#### Marketing and Sales Basics

BUSM 101, 155; BUSM 151 or ADMN 350

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected meet program requirements.

- For program updates, refer to the Website or contact Student Services.

## Diploma in Management Studies

- This program is available to applicants residing in Canada or outside Canada.

This diploma is awarded to students who complete 60 credits of coursework, the equivalent of a two-year full-time program. The diploma recognizes a student's achievement in completing a broad program of management studies integrated with practical work experience. The program is workplace-centred, which assumes that students have opportunities to apply the course concepts in their jobs. The program design allows students to complete their credentials in phases, starting with an introductory 15-credit credential such as the Certificate in Business Skills (page 49) or the Workplace Leadership Foundation Certificate (page 50), then adding additional credentials. Many students complete the Certificate in Management Studies (page 51) or an equivalent one-year program from another institution or college and then complete 30 credits primarily at the second-year level with OLA to earn the diploma.

The Diploma in Management Studies ladders to the BCOU Bachelor of Business Administration (B.B.A.).

### Laddering to the BCOU B.B.A. General Business Concentration

Students considering laddering their diploma into the BCOU B.B.A. General Business Concentration (refer to pages 55–57) should consider the courses listed below to maximize credit earned toward their degree.

To apply all 60 credits from the diploma program toward the degree, the following courses or equivalents in the Diploma in Management Studies program elective are suggested:

- ADMN 262, *Analytical Decision Making* (3)
- ADMN 390, *Business Law* (3)
- BUSM 131, *Accounting I* (3) and BUSM 132, *Accounting II* (3) or ADMN 231, *Introduction to Financial Accounting* (3)
- BUSM 151, *Introduction to Marketing* (3)
- BUSM 236, *Financial Management* (3)
- UVic 3-credit 200-level CMPT course
- ECON 200, *Principles of Microeconomics* (3)
- ECON 201, *Principles of Macroeconomics* (3)
- MATH 104, *Calculus for Business and Management Sciences* (3) or MATH 107, *Business Mathematics* (3)
- STAT 102, *Introduction to Probability and Statistics* (3)

### Admission Requirements

Open admission. Refer to admission policy on page 6. Students should have a grounding in quantitative courses, including Mathematics 11 (Principles), MATH 024, or equivalent.

### Residency Requirements

Normally, minimum 6 credits of OLA coursework.

### Diploma Requirements (under review)

60 credits, with a minimum graduating grade point average (GPA) of 2.0 over the diploma requirements, are required as follows:

#### Required Core Courses (minimum 15 credits)

- Minimum one of BUSM 111, *Supervision* (3), BUSM 121, *Management Principles and Practices* (3)
- Minimum one of ADMN 262, *Analytical Decision Making* (3), MATH 107, *Business Mathematics* (3), STAT 102, *Introduction to Probability and Statistics* (3)
- ENGL 106, *Written Communication* (3)
- ENGL 107, *Business Communication* (3) or ADMN 363, *Open Communication* (3)
- 3 credits in computer studies (OLA's CMPT 108 and 109, CMPT 150, or equivalent)

Substitution of similar courses meeting the intent of these core requirements is considered on an individual basis.

Students completing the Workplace Leadership Foundation Certificate first are exempt from CMPT 108, ENGL 106, and some of the elective credits.

#### Elective Requirements (up to 45 credits)

- Courses generally in managerial studies (ADMN, BUSM, ECON, and some CMPT and MATH/STAT courses)
- Up to 9 credits may be in technical or specialized skills courses appropriate for the student's work, subject to approval. Such credit may not be applicable in all degree programs.
- Up to 6 credits may be in an approved arts or science discipline.

#### Note

Students who began their studies in this diploma program prior to September 2002 may complete the program under the previous requirements.

## Areas of Specialization

Several areas of specialization are available or under development. Selection of appropriate electives and options leads to a Diploma in Management Studies, with an optional specialization in one of the following fields (courses may not be listed in study sequence):

### Accounting

ADMN 231 (BUSM 131 and 132 may replace ADMN 231), 232, 331, 332, 341, 390; BUSM 236; ECON 200, 201; MATH 107; STAT 102

### Global Entrepreneurship in the Twenty-first Century

ADMN 262 and/or STAT 102; ADMN 365, 371 or 380, 477; BUSM 104; BUSM 131 or ADMN 231; BUSM 151 or ADMN 350; ECON 200, 201.

A course in international marketing (e.g., Athabasca University's MKTG 414) is also recommended.

### Information Technology

ADMN 262; BUSM 131 or ADMN 231; CMPT 212, 215, and at least 9 credits of other approved CMPT or CPSC courses. BUSM 101 or 104, ADMN 232, and 315 are also recommended.

### Leadership and Organizational Behaviour

Completion of Workplace Leadership Foundation Certificate, plus BUSM 121 and ADMN 320 and BUSM 213 or ADMN 413. ADMN 323 and 366 are also recommended.

### Marketing

ADMN 262 and/or STAT 102; ADMN 363, 365; BUSM 101; BUSM 151 or ADMN 350; BUSM 155; ECON 200. Courses in psychology and e-business or Web-based marketing and in consumer behaviour and marketing research (e.g., Athabasca University's MKTG 406 and 466) are also strongly recommended.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected meet program requirements.

- For program updates, refer to the Website or contact Student Services.

## Advanced Certificate in Management

- This program is available to applicants residing in Canada or outside Canada.

This certificate program provides a sophisticated yet practical approach to the personnel and decision-making skills required by today's managers. Students should be working in, or preparing for, a supervisory or management position. The program consists of 15 credits applicable to BCOU's new Advanced Diploma in Management (refer to page 54) and other BCOU programs. Courses in the program are "Web paced" (delivered electronically via the Web) and are competency-based (minimum 70 per cent pass mark is required).

### Admission Requirements

Two years of post-secondary education in any field, or the equivalent as determined through prior learning assessment and recognition, is strongly recommended. Those employed in capacities where the skills can be readily applied gain the maximum benefit from this program.

### Residency Requirements

Normally 15 credits.

### Certificate Requirements

15 credits, with a minimum grade of B- in each course, are required as follows:

#### Specific Course Requirements (15 credits)

- ADMN 262, *Analytical Decision Making* (3)
- ADMN 361, *Open Thinking* (3)
- ADMN 363, *Open Communication* (3)
- ADMN 364, *Interpersonal Skills* (3)
- ADMN 367, *The Inquiring Leader* (3)

Program modification to allow for up to two approved alternate courses (6 credits) can be considered on an individual basis.

### Note

Direct equivalency for the stated courses is restricted to similar competency-based courses. Students may not take ADMN 262 for further credit if they received credit for an equivalent course.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected meet program requirements.

- For program updates, refer to the Website or contact Student Services.

## Advanced Diploma in Management

- This program is available to applicants residing in Canada or outside Canada.

This diploma program provides students with applied, recognized, and industry-standard business skills and knowledge. The program is designed for students with post-secondary diplomas (not necessarily in business or management field) or equivalent and at least two years' work experience. It is also directed to those who have earned a bachelor's degree in a field other than business or commerce. Credits earned can be applied to meet administrative studies or elective requirements in various BCOU degree programs, including the Bachelor of Business Administration and the Bachelor of General Studies.

This diploma program focuses on applied studies and real-world cases. Students work both independently and collaboratively to demonstrate industry-recognized standards of excellence. The resulting skill set enables graduates either to begin entrepreneurial ventures or to assume more senior management roles.

Courses in the program are "Web paced" (delivered electronically via the Web). These innovative offerings combine many of the benefits of classroom learning, such as interactivity and paced coursework, with the flexibility of frequent start dates and distance learning. For information about computer requirements, refer to the Advanced Diploma in Management Website at [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

This program and the individual courses have some unique features, policies, and procedures that students need to know. Refer to the Advanced Diploma in Management Website for additional details.

### Admission Requirements

Minimum of 60 credits of post-secondary studies and two years of relevant work experience. Applicants are required to submit a résumé and letter of application with their Program Admission form. Applicants without 60 formal post-secondary credits may request an evaluation of their experiential learning through prior learning assessment and recognition (PLAR).

Introductory marketing and accounting courses (financial course, e.g., OLA's ADMN 231) are prerequisites for some of the program courses. Students whose post-secondary studies have not included such courses may be admitted to the program, but are required to take approved marketing and accounting courses concurrently with their initial Advanced Diploma in Management courses.

### Residency Requirements

While a minimum of 6 credits in the program must be completed through BCOU, normally all 45 credits are completed through the specific courses in this program or through competency-based learning. All courses contain condensed-study and challenge options to accommodate prior learning.

### Diploma Requirements

45 credits, with a minimum grade of B– in each course, are required and can be met by courses as follows (these courses have start dates of 2002 or early 2003):

#### Required Courses

- ADMN 262, *Analytical Decision Making* (3) or equivalent
- ADMN 361, *Open Thinking* (3) or equivalent
- ADMN 363, *Open Communication* (3) or equivalent
- ADMN 364, *Interpersonal Skills* (3) or equivalent
- ADMN 365, *Strategic Marketing* (3)
- ADMN 366, *Strategic Human Resource Management* (3)
- ADMN 367, *The Inquiring Leader* (3)
- ADMN 370, *Accounting for the Manager* (3)
- ADMN 372, *Financial Management* (3)
- ADMN 390, *Business Law* (3)
- ADMN 478, *Ethical Approach to Management* (3)
- ADMN 479, *Strategic Management* (3)

#### Additional Courses

Plus courses from the following list to bring total to 45 credits:

- ADMN 369, *Living Change* (3)
- ADMN 371, *Ventures Across Borders* (3)
- ADMN 373, *Information Management for the Manager* (3)
- ADMN 468, *Leading the Project to Success* (6)
- ADMN 477, *E-Business in a Competitive Environment* (6)
- ADMN 483, *Organizational Leadership and Development* (3)

#### Note

Students may not take ADMN 262, 370, 372, 390 for further credit if they have received credit for an equivalent course.

It is recommended that students request a program plan to ensure they are not duplicating courses.

- For program updates, refer to the Advanced Diploma in Management Website: [www.bcou.ca/management/](http://www.bcou.ca/management/)

## Bachelor of Business Administration

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Business Administration (B.B.A.) degree program is designed to provide students with the business and management skills necessary to become effective leaders, innovators, and entrepreneurs in today's competitive economy. The degree offers both a practical management education and enough breadth in complementary academic subjects to prepare students to function effectively in complex organizations, small to medium enterprises, or the public sector. Concentrations in General Business, Management, Computer Information Systems, Public Sector Management, and Technology Management are available within the BCOU B.B.A. at this time.

### Admission Requirements

Formal admission is normally granted at the beginning of the third-year level of the BCOU B.B.A. While direct entry to 100- and 200-level courses applicable to the program is possible, these are often taken as part of a qualifying program such as OLA's Diploma in Management Studies, Diploma in General Studies, Diploma in Information Technology and Management, or Associate in Arts or Science.

Formal admission requires completion of at least 60 applicable credits or a suitable two-year diploma program. Students who do not meet this requirement but who possess other post-secondary credits and/or significant experiential learning may also apply (those applying with non-traditional credentials and/or experiential learning must submit a separate Application for Prior Learning Assessment and Recognition and associated fee). Those assessed as having less than 60 applicable credits may be admitted to the B.B.A. provisionally (pending completion of qualifying coursework). Note the following points:

- Those with a BC community college diploma receive a block transfer of up to 60 credits toward the degree.
- Those with selected BC Institute of Technology (BCIT) business diplomas receive a block transfer of up to 72 credits toward the degree.
- Those with CGA or CMA designations receive a block transfer of approximately two years' credit, based on the compulsory courses taken in their accounting programs, and may receive additional credit for other courses taken and/or through prior learning assessment and recognition.

- Those applying for the concentrations in Management, Technology Management, or Public Sector Management are required to meet additional admission requirements and must submit a résumé and letter of application with their Program Admission form.
- Those applying for selected collaborative offerings of the B.B.A. may be subject to unique admission requirements and procedures.
- Those who have completed credentials outside Canada and the United States are usually required to have their credentials evaluated by the International Credential Evaluation Service (ICES). Refer to page 7.

### Residency Requirements

Normally, 6 credits of OLA coursework.

### Degree Requirements—All Concentrations

A minimum of 120 credits, with a minimum grade point average (GPA) of 2.0 (calculated outside of any block transfer) and a minimum grade of C+ in any of the concentration-specific courses are required (Management concentration students require a minimum grade of B-). A minimum of 45 credits must be at the upper (300/400) level, including a minimum of 12 credits in 400-level administrative studies coursework. Normally, a minimum of 30 of the upper-level credits are in administrative studies (may include upper-level managerial economics and statistics).

Specific courses and additional requirements vary depending on the concentration selected, as shown in the chart on page 57. Program modifications, including more specific requirements (fewer electives), may apply to some collaborative offerings of the B.B.A.

Students should plan to include prerequisites in their program options to prepare for certain courses they may select. For example, a calculus course (MATH 104) is generally a prerequisite for courses in intermediate statistics (ECON 310) and managerial economics (ECON 350).

Additional requirements apply for graduation with distinction (refer to page 56).

#### Note

Changes to the BCOU B.B.A. program are being implemented in 2002. Students admitted to the program prior to September 2002 generally complete the BCOU B.B.A. under the previous requirements (outlined on their program plan). New applicants receive a 2002–2003 program plan. Requirements as stated in this calendar are subject to adjustment by BCOU.

**B.B.A. General Business Concentration**

Generally, business/management diploma graduates pursue this concentration.

Students choosing to earn the degree in collaboration with the British Columbia Institute of Technology (BCIT) must have earned a recognized BCIT School of Business Diploma and have completed all requirements for their Advanced Studies in Business Program.

**B.B.A. Computer Information Systems Concentration**

This concentration includes a minimum of 24 credits in computing science and/or computer studies, of which a minimum of 12 credits must be eligible as computing science (CPSC) credit, per the *BC Transfer Guide* ([www.bccat.bc.ca](http://www.bccat.bc.ca)) or by approval of BCOU, plus 6 credits in e-business. Six of the CPSC credits may be used to fulfill part of the B.B.A. general education requirements. Normally, a minimum of 12 of the 24 credits are at the upper level and include CMPT 300, *Networks and Network Management* (those with a prior background in networks should substitute CMPT 413), CMPT 315, *Relational Database Systems*, CMPT 350, *Systems Analysis and Design II*, CMPT 412, *Human Side of Information Systems* (or CMPT 480, *Information Technology in the Workplace*), or similar courses approved for transfer credit.

**B.B.A. Management Concentration**

When possible, students in this concentration will have completed some or all of the following requirements within their first two years (or equivalent): general education courses, introduction to financial accounting, introduction to marketing, principles of microeconomics and/or macroeconomics, mathematics, and statistics.

Students are required to complete the competency-based Advanced Diploma in Management (refer to page 54) with a minimum grade of B– (seventy per cent standard) in courses from that program and in related competency-based courses taken as part of this concentration.

**Bachelor of Arts, Concentration in Business Administration**

Students seeking a degree often desire some expertise in business and administrative studies, but may want to pursue a wider range of subjects than would be possible in the Bachelor of Business Administration degree. By combining this concentration (similar to a minor) with another specialization in an approved arts discipline, students can complete the Bachelor of Arts, General Program (page 36). Contact an OLA program advisor for specific details.

**B.B.A. Public Sector Management Concentration**

Students are required to complete the UVic Diploma in Public Sector Management (DPSM). This program consists of third- and fourth-year-level courses and is typically taken following two years of post-secondary studies and work experience deemed suitable by UVic's School of Public Administration. Those who wish to pursue the B.B.A. requirements concurrently with their UVic diploma may apply to BCOU once they have been admitted to the DPSM.

Many of the concentration courses are required or elective courses in the UVic DPSM. The UVic DPSM consists of 18 UVic units, equivalent to 36 BCOU credits. A minimum of 27 of these credits (13.5 units) must be taken as a UVic student (register directly through UVic). Adjustments to a student's program may be considered to accommodate advanced standing (transfer credit) or substitutions permitted in the UVic DPSM, or similar considerations.

**B.B.A. Technology Management Concentration**

At this time, this concentration is offered primarily through selected partnership arrangements where an upper-level capstone technology management project course is offered. Applicants are expected to be employed in a suitable field.

Electives are normally credits from a student's field of technology training, earned prior to enrolling in the B.B.A. Should students have remaining elective credits to fulfill, ADMN 371, *Ventures Across Borders*, ADMN 477(6), *E-Business in a Competitive Environment*, and CMPT 480, *Information Technology in the Workplace* are recommended.

**B.B.A. with Distinction**

Students completing their degree requirements with a minimum GPA of 3.5 (excluding credit awarded through a block transfer) are eligible to receive the "with distinction" designation upon graduation. Students must have completed all 120 credits in their degree with a minimum grade of C– (sixty per cent). A higher minimum grade is required in each course in their concentration.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected meet program requirements.
- For program updates, refer to the Website or contact Student Services.

## BCOU B.B.A. Requirements by Concentration

	General Business	Computer Information Systems	Management	Public Sector Management	Technology Management
<b>General Education Requirements</b> (18 credits—may include upper-level courses where appropriate)					
Literature and Composition (3)	ENGL 100 or 102	ENGL 100 or 102	ENGL 100 or 102	ENGL 100 or 102	ENGL 100 or 102
Natural Science (3)	Refer to page 59	Refer to page 59	Refer to page 59	Refer to page 59	Refer to page 59
Social Science and/or Humanities (6)	Refer to page 59	Refer to page 59	Refer to page 59	POLI 151 or 232 or 241, plus 3 credits	Refer to page 59
Arts and Science Electives (6)	Refer to page 59 CPSC accepted	CPSC 110 and 165 suggested	Refer to page 59 CPSC accepted	Refer to page 59 CPSC accepted	Refer to page 59 CPSC accepted
<b>Core Requirements</b>					
Mathematics (3)	MATH 107, 104	MATH 103, 104	MATH 103, 107	MATH 107, 150 *	MATH LL ♦
Introductory Statistics (3)	STAT 102	STAT 102	STAT 102	STAT 102 *	STAT 102
Microeconomics (3)	ECON 200	ECON 200	ECON 200	ADMN 310	ECON 200
Macroeconomics (3)	ECON 201	ECON 201	ECON 201	ECON 201, ADMN 445	ECON 201
Communication/Writing (3 or 6)	Two of ADMN 363, ENGL 106, 107, 199, 301		ADMN 363	Two of ADMN 363, ENGL 106, 107, 199, 301	
Financial Accounting (3)	ADMN 231 or BUSM 132	ADMN 231 or BUSM 132	ADMN 231 or BUSM 132	ADMN 231	ADMN 231
Management Accounting (3)	ADMN 232 or 370	ADMN 232 or 370	ADMN 370	ADMN 232 or 370	ADMN 232 or 370
Marketing Principles (3)	ADMN 350 or BUSM 151	ADMN 350 or BUSM 151	ADMN 350 or BUSM 151	ADMN 350 or BUSM 151	ADMN 350
Decision Making (3)	ADMN 262 or 465	ADMN 262 or 465	ADMN 262	ADMN 262 *	ADMN 262, 465
Financial Management (3)	BUSM 236	BUSM 236	ADMN 372	ADMN 372	ADMN 372
Information Systems (3–6)	One 200-level CMPT	CMPT 212 and 215	ADMN 373	ADMN 434	ADMN 373
Management (General, People, and Behaviour) (6)	BUSM 121 and ADMN 320	BUSM 121 and ADMN 320	ADMN 364 and 367	ADMN 312 and 406	BUSM 121 and ADMN 320
Human Resources Management Industrial Relations (3)	ADMN 366, 325	ADMN 366, 325	ADMN 366	ADMN 425, 431, or 447	ADMN 366, 325
Business Administration Law (3)	ADMN 390	ADMN 390	ADMN 390	ADMN 451, 452	ADMN 390
Business and Society, Ethics (3)	ADMN 460, 478	ADMN 460, 478	ADMN 478	ADMN 422	ADMN 460, 478
Policy and Strategy (3)	ADMN 470 or 479	ADMN 470 or 479	ADMN 479	ADMN 439 or 442 or 476	ADMN 470 or 479
<b>Concentration Requirements</b>					
Other required upper-level credits (concentration courses)	6 credits 400-level ADMN plus 9 credits from: ADMN 314, 315, 332, 468 (6), ECON 310, 350	CMPT 407 (or ADMN 468). Upper-level CMPT credits (12). ADMN 477 (6)	ADMN 361 and 365. ADMN 468 (6) or ADMN 477 (6)	ADMN 311 and 414. Upper-level ADMN elective credits (6)	Project (6) or ADMN 468 (6) plus 3 credits from: ADMN 314, 315, 332, ECON 310, 350
<b>Electives</b>					
Include any upper-level credits outstanding toward minimum of 45 credits	Typically 33 credits. Include CMPT 108 and 109 (or 150) if needed.	Typically 24 credits. Include CMPT 150 if needed.	Typically 39 credits. ADMN 369, 371, and 483 recommended.	Typically 36 credits. Include CMPT 108 and 109 (or 150) if needed.	Typically 39 credits (from a suitable technical field/program)

This chart summarizes the BCOU B.B.A. requirements by program concentration. In some cases requirements can be met with courses other than those listed (alternatives are considered on an individual basis). Where courses listed are separated by a comma, students generally have the option of taking more than the minimum credits required and applying the additional coursework as elective credit.

\* Public Sector Management concentration students with a minimum grade of B– in ADMN 313 and 314 are exempt from ADMN 262 and may request a waiver from the mathematics and/or statistics requirement.

♦ Technology Management concentration students may apply credit in technical mathematics courses from their initial diploma to the B.B.A. if credit is at the university level.

## Bachelor of Business in Real Estate

Offered in collaboration with the Real Estate Institute of British Columbia and the University of British Columbia

- This program is available to applicants residing in Canada or outside Canada.

The Real Estate Institute of British Columbia (REIBC), the University of British Columbia (UBC), and BC Open University (BCOU) worked together to develop the first undergraduate distance degree designed to standardize the education for the real estate industry and related professions. Designed for members of the real estate industry wanting to upgrade their education, the Bachelor of Business in Real Estate degree program meets the accreditation requirements for various professional associations. Relevant prior learning and credentials may be laddered into the degree.

The degree is based on a foundation of 48 credits in real estate topics offered by UBC through its Diploma in Urban Land Economics (ULE). The other 72 credits include a combination of general academic requirements and courses in general business and administrative studies offered in a distance format through BCOU or UBC. In the degree program, students have the option of four areas of specialty: real estate appraisal, property management, real estate development, and property assessment. The degree may be completed on a flexible part-time basis with an anticipated completion time of approximately six years.

### Admission Requirements

UBC Diploma in ULE, or equivalent (provisional admission may be awarded to students who have not yet received their ULE diploma but have completed a minimum of six courses in the ULE diploma program) with a grade point average (GPA) of 2.0 or greater and demonstrated proficiency in English. Students with a GPA of less than 2.0 are eligible for admission to the degree program, but may receive less transfer credit for the ULE diploma.

- It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected are appropriate for the program of study or to meet future educational goals. Students who proceed without approval may find that a particular course does not meet program requirements.

### BCOU Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

#### General Education Requirements (33 credits)

(may be met with lower- or upper-level university courses; refer to page 59 for discipline areas)

- ECON 200, *Principles of Microeconomics\** (3) or UBC BUSI 100, *Micro Foundations of Real Estate Economics\** (3)
- ECON 201, *Principles of Macroeconomics\** (3) or UBC BUSI 101, *Capital Markets and Real Estate\** (3)
- MATH 104, *Calculus for Business and Management Sciences* (3)
- MATH 150, *Finite Mathematics* (3)
- STAT 102, *Introduction to Probability and Statistics* (3)  
Note: 6 credits in calculus (e.g., OLA's MATH 120 and 121) may replace MATH 104 and 150
- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 12 credits of electives (minimum of 3 credits each in humanities, social science, and natural science)

#### General Business Courses (39 credits)

- ADMN 231, *Introduction to Financial Accounting* (3)
- ADMN 232, *Introduction to Managerial Accounting* (3)
- ADMN 320, *Organizational Behaviour I* (3)
- ADMN 325, *Industrial Relations* (3)
- BUSM 236, *Financial Management* (3)
- ADMN 350, *Marketing: Principles and Practices* (3) or BUSM 151, *Introduction to Marketing* (3)
- BUSM 390, *Business Law* (3)
- UVIC CMPT 214, *Decision Support Systems* (3)
- ECON 310, *Economic and Business Statistics* (3)
- ECON 350, *Managerial Economics* (3)
- ENGL 107, *Business Communication* (3) or UBC ENGL 301, *Technical and Business Writing* (3)
- 6 credits of business electives (may include CMPT 150, *Computer Concepts*)



### Real Estate Courses (48 credits)

The following courses offered by UBC:

- BUSI 111, *Real Property Law\** (3)
- BUSI 121, *Foundation of Real Estate Mathematics\** (3)
- BUSI 221, *Real Estate Finance in a Canadian Context\** (3)
- BUSI 300, *Urban and Real Estate Economics\** (3)
- BUSI 330, *Real Estate Investment Analysis and Appraisal I\** (3)
- BUSI 331, *Real Estate Investment Analysis and Appraisal II\** (3)
- BUSI 400, *Residential Building Construction\** (3)
- BUSI 401, *Commercial Building Construction* (3)
- BUSI 425, *Land Use Regulation: Local Government Law and Planning* (3)

The following courses offered by OLA:

- ADMN 460, *Business and Society* (3)
- ADMN 470, *Business Policy and Strategy* (3)  
or ADMN 479, *Strategic Management* (3)
- GEOG 400, *Seminar in Urban Studies* (3)  
or UBC URST 400, *Seminar in Urban Studies* (3)

Plus 12 credits from the following courses offered by UBC:

- BUSI 411, *Real Estate Management* (6)
- BUSI 442, *Case Studies in Appraisal Administration* (6)
- BUSI 443, *Assessment Administration* (3)
- BUSI 444, *Computer Aided Mass Property Assessment* (3)
- BUSI 445, *Real Estate Development* (6)
- BUSI 499, *Directed Studies in Real Estate* (6)

\* Required courses of the UBC Diploma in ULE

Students wanting to transfer courses to graduate with this degree granted by UBC should consult UBC's Real Estate Division and the *BC Transfer Guide*: ([www.bccat.bc.ca](http://www.bccat.bc.ca)).

■ For information on the UBC Diploma in ULE or UBC's Real Estate Division courses, contact UBC:  
[www.realestate.ubc.ca](http://www.realestate.ubc.ca)  
[info@realestate.commerce.ubc.ca](mailto:info@realestate.commerce.ubc.ca)  
604-822-8444  
1-888-776-7733 (toll-free)

■ For updates on the BCOU degree program, refer to the Website or contact Student Services.

### General Education Requirements—Business Degree Programs

Some BCOU business degrees require 3 to 6 credits of university-level English and completion of requirements in humanities, natural science, and social science.

Students are advised to consult with their OLA program advisor before registering in courses to meet general education requirements for business degree programs.

**Courses in arts and science discipline areas listed below meet general education requirements for business degrees.**

#### Humanities

Art History  
Classical Languages  
Classical Studies  
Cultural Studies  
History  
Humanities  
Journalism  
Linguistics  
Modern Languages  
Music History  
Philosophy  
Religious Studies  
Theatre Studies  
(not Acting, Speech, or Stage Craft)

#### Social Science

Anthropology  
Archaeology  
International Relations  
Political Science  
Psychology  
(not statistics/data analysis courses)  
Regional/Human/  
Cultural Geography  
Sociology

#### Natural Science

Astronomy  
Biochemistry  
Biology  
Botany  
Chemistry  
Earth Science  
Ecology  
Environmental Science  
Geology  
Geophysics  
Microbiology  
Ocean Science  
Physical Anthropology  
Physical Geography  
Physics  
Physiology  
Zoology

#### Other Disciplines

Courses in interdisciplinary studies and other arts and science fields can be considered on an individual basis. Students may be required to obtain written permission from the program advisor.

## Bachelor of Technology (Technology Management)

- This program is available to applicants residing in Canada or outside Canada (by special arrangement).

The Bachelor of Technology (Technology Management) degree program provides technologists with the knowledge and skills necessary to become effective project leaders, supervisors, and managers in small and medium-sized organizations within a changing business and technical environment.

### Admission Requirements

A two-year diploma in technology, or its equivalent. Admission into the degree program is determined on the basis of previous studies, work experience, and availability of suitable advanced technical specialty courses.

### Degree Requirements (under review)

Currently, this program is offered through the British Columbia Institute of Technology (BCIT) in conjunction with the BCIT Advanced Diploma in Technology Management. Students completing the BCIT Advanced Diploma in Technology Management may elect to earn the degree through BCOU or BCIT.

Additional paths for completing this degree are under consideration. Refer to the Website for program updates.

- For more information, contact BCIT:  
www.bcit.ca  
604-432-8459

## Bachelor of Tourism Management

Offered with partner institutions

- Currently, this program is only available to applicants able to take certain courses in BC. Many courses are offered onsite at Capilano College (BC).

The BCOU Bachelor of Tourism Management degree program is designed for graduates of recognized two-year diploma programs in tourism management, hospitality administration, and outdoor recreation, and for those with related programs and educational backgrounds. The intent of the degree program is to provide the most up-to-date knowledge, innovations, technologies, and management techniques for administrators and entrepreneurs in the tourism industry, and to provide more professional training for diploma holders in the workforce. The degree forms an integral part of the BC Tourism Learning System.

The degree requirements include core business and tourism or hospitality foundation courses, general education requirements, specified and elective tourism courses at the upper level, and a number of defined elective credits. Two-year diploma programs vary in their composition but generally satisfy most core or foundation course and elective requirements. General education requirements can be taken before or after completion of the diploma program. Upper-level tourism courses should be taken last.

### Note

Most of the specific tourism/hospitality requirements cannot be completed through OLA and are not necessarily offered entirely by distance education. Advanced tourism courses are offered at Capilano College and are being developed for distance delivery by various institutions.

### Admission Requirements

Graduation from a recognized two-year diploma in tourism or hospitality. To be eligible for the maximum block transfer for a diploma toward this degree, students are required to be graduates of a recognized two-year tourism/hospitality program with a grade point average (GPA) of 2.67 or higher.

Students who have not completed a tourism or hospitality diploma but have considerable industry experience may apply for admission upon completing a minimum of 60 credits of directly applicable coursework, preferably including core business and tourism or hospitality foundation courses.

## Degree Requirements

120 credits, 45 at the upper level, with a minimum grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

### General Education Requirements (21 credits)

(may be met with lower- or upper-level university courses; refer to page 59 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in statistics (e.g., STAT 102)
- 3 credits in humanities (other than English, e.g., HIST 225 or JAPN 100)
- 3 credits in introductory economics (e.g., ECON 200)
- 3 credits in approved geography (e.g., human, cultural, or regional geography relevant to tourism)
- 3 credits in natural science (e.g., BISC 100, GEOG 110, or GEOL 120)

### Core Business and Tourism/Hospitality Lower-Level Course Requirements (30–36 credits)

(typically part of approved diploma programs)

#### Tourism Management Stream

- Minimum six of:
  - Accounting \*
  - Computer Applications \*
  - Marketing
  - Entrepreneurship I
  - Business Communication
  - Human Resource Management
  - Organizational Behaviour
- Minimum four of:
  - Introduction to Tourism
  - Tourism Business Law
  - Co-op or Practicum \*
  - Community and Cultural Issues
  - Environmental Stewardship

\* Required to be taken in degree completion program if not taken in diploma or equivalent

- For more information on advanced tourism classes, contact Capilano College:  
www.capcollege.bc.ca  
604-984-4960

#### Hospitality Administration Stream

- Includes courses in all the following areas:
  - Accounting
  - Computer Applications
  - Marketing
  - Accommodations
  - Hospitality Marketing
  - Co-op or Practicum
  - Business Communication
  - Human Resource Management
  - Organizational Behaviour
  - Food and Beverage Service
  - Hospitality Law

### Other Elective Requirements (24–30 credits)

- Generally, most or all of these are met through block transfer from recognized tourism management or hospitality administration diploma programs.

### Upper-Level Requirements (24 credits)

- Advanced courses in all the following areas:
  - Tourism Policy and Planning (3)
  - Financial Management for Tourism (3)
  - Entrepreneurship II (3)
  - Community and Cultural Issues II (3)
  - People Management/Human Relations (3)
  - Organizational Leadership (3)
  - Advanced Communication (3)
  - Graduating Seminar (3)

### Upper-Level Tourism or Hospitality Specialty Course Requirements (15 credits)

- Minimum one course of:
  - Marketing Research (3)
  - Promotions Management (3)
  - Consumer Behaviour (3)
  - International Tourism Marketing (3)
- Plus additional upper-level tourism or hospitality specialty courses (up to 12 credits), approved by an OLA program advisor.
- It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected are appropriate for the program of study or to meet future educational goals. Students who proceed without approval may find that a particular course does not meet program requirements.

## Business Courses Chart

Refer to page 64 for more information.

				Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	ICB	LGMA	PMAC	OAA	REIC
<b>First-Year Courses</b>																		
<b>Accounting</b>																		
BUSM 131	<i>Accounting I</i>	3		✓	*	*			✓	*	✓	*	*	✓	*	✓		
BUSM 132	<i>Accounting II</i>	3			*	*			✓	*	✓	*	*	✓	*	✓	✓	✓
<b>Communication</b>																		
ENGL 107	<i>Business Communication</i>	3		✓		*			✓		✓	✓		✓			✓	
<b>Information Technology</b>																		
CMPT 108	<i>Introduction to Information Technology</i>	1.5	M												✓	✓	✓	
CMPT 109	<i>Computer Applications in Business</i>	1.5	M		✓						✓				✓	✓	✓	
CMPT 150 (UVic)	<i>Computer Concepts</i>	3			✓	◆					✓		✓	✓	✓	✓	✓	
<b>Marketing and Sales</b>																		
BUSM 151	<i>Introduction to Marketing</i>	3	M						✓						✓	✓	✓	
BUSM 155	<i>Selling Professionally</i>	3	M															
<b>Mathematics</b>																		
MATH 104	<i>Calculus for Business and Management Sciences</i>	3	M			✓												
MATH 107	<i>Business Mathematics</i>	3			*◆	✓												
STAT 102	<i>Introduction to Probability and Statistics</i>	3	M		*	✓	*			✓								
<b>Supervisory Skills</b>																		
BUSM 111	<i>Supervision</i>	3									✓					✓	✓	
<b>Management Studies</b>																		
BUSM 101	<i>Introduction to Canadian Business</i>	3							✓							✓	✓	
BUSM 104	<i>Something Ventured: Starting ... Business</i>	3	M															
BUSM 121	<i>Management Principles and Practices</i>	3									✓	✓	✓	✓	✓	✓	✓	
WKPL 110	<i>Leadership Skills</i>	3	M								✓							
WKPL 130	<i>Interpersonal Skills</i>	3	M								✓	✓						
WKPL 150	<i>Human Resource Development</i>	3	M								✓							
<b>Second-Year Courses</b>																		
<b>Accounting and Finance</b>																		
ADMN 231	<i>Introduction to Financial Accounting</i>	3	M		✓	✓				✓	✓	✓				✓	✓	
ADMN 232	<i>Introduction to Managerial Accounting</i>	3	M		✓	*				✓	✓	✓	✓			✓		
BUSM 236	<i>Financial Management</i>	3			✓	✓			✓	✓		✓				✓		
<b>Management Studies</b>																		
ADMN 262	<i>Analytical Decision Making</i>	3																
BUSM 213	<i>Motivation and Productivity</i>	3			✓				✓	✓	✓					✓	✓	
<b>Information Technology</b>																		
CMPT 212 (UVic)	<i>Database Concepts</i>	3												✓				
CMPT 214 (UVic)	<i>Decision Support Applications or equivalent</i>	3												✓	✓			
CMPT 215 (UVic)	<i>Systems Analysis and Design I</i>	3			✓	◆				✓								
<b>Economics</b>																		
ECON 200	<i>Principles of Microeconomics</i>	3	M		✓	*	*	✓	✓	*		✓	*	✓	✓	✓	✓	✓
ECON 201	<i>Principles of Macroeconomics</i>	3	M		✓	*	*		✓	*		✓	*	✓	✓	✓	✓	

✓ Course exemption granted by professional association.

◆ Course exemption only—required to write CGA examination.

\* Combination of courses meets professional association requirement.

◇ No exemption—challenge examination granted.

Third-Year Courses		Credits	Credit-free	AI	CA	CGA	CHA	CIM	CMA	CPA	CUIC	ICB	LGMA	PMAC	OAA	REIC
<b>Accounting</b>																
ADMN 331	<i>Intermediate Financial Accounting I</i>	3	M	*	✓			*					✓			
ADMN 332	<i>Intermediate Management Accounting</i>	3	M	✓	*			✓					✓			
ADMN 341	<i>Intermediate Financial Accounting II</i>	3	M	*	✓			*					✓			
ADMN 370	<i>Accounting for the Manager</i>	3	M										✓			
<b>Administrative Studies</b>																
ADMN 315	<i>Production and Operations Management</i>	3	M					✓					✓			
ADMN 320	<i>Organizational Behaviour I</i>	3	M	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
ADMN 323	<i>Organizational Behaviour II</i>	3	M			✓			✓		✓		✓			
ADMN 325	<i>Industrial Relations</i>	3	M						✓			✓				
ADMN 361	<i>Open Thinking</i>	3	M													
ADMN 363	<i>Open Communication</i>	3	M													
ADMN 364	<i>Interpersonal Skills</i>	3	M													
ADMN 366	<i>Strategic Human Resource Management</i>	3	M													
ADMN 367	<i>The Inquiring Leader</i>	3	M													
ADMN 369	<i>Living Change</i>	3	M													
ADMN 371	<i>Ventures Across Borders</i>	3	M													
ADMN 372	<i>Financial Management</i>	3	M													
ADMN 373	<i>Information Management for the Manager</i>	3	M													
ADMN 380	<i>International Business</i>	3	M					✓								
ADMN 390	<i>Business Law</i>	3		*	✓	✓	✓	✓	✓			✓	✓	✓	✓	
<b>Economics</b>																
ECON 310	<i>Economic and Business Statistics</i>	3	M	✓	*			✓			✓		✓			
ECON 350	<i>Managerial Economics</i>	3	M								✓		✓			
<b>Marketing</b>																
ADMN 350	<i>Marketing: Principles and Practices</i>	3	M				✓	✓		✓	✓	✓	✓	✓	✓	
ADMN 365	<i>Strategic Marketing</i>	3	M													
<b>Public Sector Management</b>																
ADMN 310 (UVic)	<i>Public Sector ... Microeconomic Analysis</i>	3														
ADMN 311 (UVic)	<i>The Political and Governmental Environment</i>	3														
ADMN 312 (UVic)	<i>Principles of Administration</i>	3								✓	✓		✓			
ADMN 314 (UVic)	<i>Research Methods in the Public Sector</i>	3														
<b>Fourth-Year Courses (selected courses only)</b>																
<b>Administrative Studies</b>																
ADMN 413	<i>Motivation and Productivity</i>	3	M					✓	✓	✓	✓					
ADMN 460	<i>Business and Society</i>	3	M									✓				
ADMN 465	<i>Management Decision Making</i>	3	M						✓							
ADMN 466	<i>Managing Change</i>	3	M		*				✓							
ADMN 468	<i>Leading the Project to Success</i>	6	M													
ADMN 470	<i>Business Policy and Strategy</i>	3	M		*		✓	✓		✓	✓		✓			
<b>Information Technology</b>																
ADMN 477	<i>E-Business in a Competitive Environment</i>	6	M													
CMPT 407 (UVic)	<i>Project Management</i>	3														
CMPT 412 (UVic)	<i>Human Side of Information Systems</i>	3										✓				
CMPT 480 (UVic)	<i>Information Technology in the Workplace</i>	3										✓				
<b>Public Sector Management</b>																
Various: ADMN 406, 421, 422, 423, 431, 445, 446, 452, 476, etc.		3														

### Business Courses Chart Information

The chart on the preceding pages shows:

- By subject, 100- and 200-level business and management studies delivered by OLA.
- By subject, 300- and 400-level administrative studies courses delivered by OLA.
- Courses delivered by other educational institutions and applicable to business credentials.
- Courses marked “M” carry a credit-free option.
- Checked (✓) boxes indicate the professional associations that grant exemptions for courses delivered by OLA.

All courses are not listed on the chart. For more details about individual courses and the credit-free option, refer to the course descriptions.

### Professional Associations

Professional associations oversee standards of practice and qualifications for certain occupations. In most cases, a professional designation can be earned by combining appropriate work experience (determined by the association) with a prescribed program of studies. Employers often use these designations, or enrolment/registration in these programs, in their hiring decisions. Many professional associations recognize the credits earned through OLA courses as meeting part or all of their educational requirements.

Many OLA course descriptions in this calendar indicate which associations recognize a particular course. In some cases, a program requires students to select from among several recognized courses. It is important to note that this course transfer information is subject to ongoing evaluation by the associations and that certain minimum grade requirements may apply.

- For more information, contact the relevant professional association.

**AI** Appraisal Institute of Canada (BC)  
**www.appraisal.bc.ca**

604-266-8287

**CA** Institute of Chartered Accountants of BC  
**www.ica.bc.ca**

604-681-3264 or 1-800-663-2677

**CGA** Certified General Accountants' Association  
**www.cga-bc.org**

604-732-1211 or 1-800-565-1211

**CHA** Canadian Healthcare Association  
**www.canadian-healthcare.org**

(613) 241-8005

**CIM** Canadian Institute of Management  
**www.cim.ca**

1-800-387-5774

**CMA** Certified Management Accountants  
Society of BC

**www.cmabc.com**

604-687-5891 or 1-800-663-9646

**CPA** Canadian Payroll Association  
**www.payroll.ca**

416-487-3380 or 1-800-387-4693

pmcp@payroll.ca

**CUIC** Credit Union Institute of Canada  
**www.cuic.com**

1-800-267-2842

**ICB** Institute of Canadian Bankers  
**www.icb.org**

(514) 282-9480 or 1-800-361-7339

**II** Insurance Institute of Canada  
**iic.lasso.net**

416-362-8586

(BCOU courses only, upon approval)

**LGMA** Local Government Management Association  
**www.lgma.ca**

(250) 383-7032

**PMAC** Purchasing Management Association  
of Canada

**www.pmac.ca**

BC Institute of PMAC 604-408-4411

National Office 416-977-7111

**QAA** Association of Administrative Assistants  
**www.aaa.ca**

info@aaa.ca

**REIC** Real Estate Institute of Canada  
**www.reic.ca**

416-695-9000

## Career Practitioner Certificate

- This program is available only to applicants residing in Canada.

This program equips career practitioners with the theoretical knowledge and counselling skills required to provide quality enhanced services to clients. It is designed for individuals who are currently employed as career counsellors, whether they are working in schools, non-profit organizations, government agencies, or the private sector. Courses are offered by OLA, Vancouver Community College (VCC), and Douglas College. OLA Career Practitioner (CNPS) courses are coordinated by the Burnaby Skills Centre and the Salmon Arm Community Career Centre. Courses earn credit toward BCOU Arts and Science degrees.

### Admission Requirements

One year of counselling experience.

### Residency Requirements

Normally, 6 credits of upper-level OLA coursework. OLA CNPS courses meet this requirement.

## Certificate Requirements

34 credits (31 credits at the upper level) are required as follows (students may currently complete nine of the required courses):

### Required Courses (34 credits)

- CNPS 300, *Career and Employment Counselling* (6)
- CNPS 301, *Individual Employment Counselling* (3)
- CNPS 302, *Building an Active Engagement Counselling Culture* (1)
- CNPS 303, *Making Career Sense of Labour Market Information* (3)
- CNPS 304, *Exploring Career Crossroads* (1)
- 753A, *Group Employment Counselling* (3 lower-level) (Douglas College)
- 102A, *Elements of Instruction* (3) (VCC)
- 3 credits in psychology (e.g., OLA's PSYC 344, 345, 346, 361, or 362)
- 3 credits in sociology (e.g., OLA's SOCI 430 or 431)

Additional required courses are to be developed to bring the total to 34 credits.

- For more information, contact:  
Burnaby Skills Centre  
115-4400 Dominion Street  
Burnaby, BC V5G 4G3  
604-660-8450  
or  
Salmon Arm Community Career Centre  
Box 747 171 Shuswap Street  
Salmon Arm, BC V1E 4P2  
(250) 832-9476

## General Studies Program

A general studies program allows students to select virtually any combination of courses at the college and university level, although some specific requirements must be met. Students may select all their courses from OLA offerings or college and university transfer courses from recognized post-secondary institutions (refer to the *BC Transfer Guide*: [www.bccat.bc.ca](http://www.bccat.bc.ca)). Individuals with less formal academic training, such as an apprenticeship or an industry-based qualification, should consult an OLA program advisor regarding the possibility of receiving credit for these programs or recognition for prior learning (refer to page 7).

Courses used toward a certificate or a diploma in general studies may be used toward other OC credentials or BCOU degrees.

### Certificate in General Studies

- This program is available to applicants residing in Canada or outside Canada.

#### Admission Requirements

Open admission. Refer to admission policy on page 6.

#### Certificate Requirements

30 credits of college or university courses or a combination of college and university courses numbered 100 or above are required. 15 of these credits may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses.

### Diploma in General Studies

- This program is available to applicants residing in Canada or outside Canada.

#### Admission Requirements

Open admission. Refer to admission policy on page 6.

#### Diploma Requirements

60 credits of college or university courses or a combination of college and university courses, including a minimum of 21 credits at the second-year level or higher (numbered 200 and above) are required. 30 of these credits may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses.

## Bachelor of General Studies

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of General Studies degree program allows students to structure their program with as much or as little subject specialization as they want. OLA offers a wide range of courses that fulfill degree requirements. Students may also ladder two-year diploma programs from Canadian community colleges and university colleges, and BC associate degrees, into the degree program.

#### Admission Requirements

Open admission. Refer to admission policy on page 6.

#### Residency Requirements

6 credits of upper-level university coursework are to be completed, selected from university courses listed in this calendar or on the Website.

#### Degree Requirements

120 credits, with a grade point average (GPA) of 2.0 or higher, are required as follows:

##### General Education Requirements (6 credits)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)

##### Upper-Level Requirements (45 credits)

- 15 of these upper-level credits may be applied credit, for example, fine and performing arts studio courses, and engineering or applied science and technology courses. Education, business and administrative studies courses are reviewed on a case-by-case basis.

##### Elective Requirements (69 credits)

- May be lower- or upper-level credit.
- 60 credits may be in applied credits.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

- For program updates, refer to the Website or contact Student Services.



## Home Support Attendant Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is primarily designed for people who are working at minimum part-time in home support or volunteering at related community service organizations and who wish to upgrade their knowledge and skills and obtain a certificate. Individuals who are not yet working in the field are required to confirm the willingness of a local home support agency to support a 110-hour supervised practice placement (60-hour practicum and 50-hour preceptorship) and the willingness of a long-term care/residential facility to support a 75-hour preceptorship. Upon submission of the agency/facility contact information, OLA negotiates the site(s) on the applicant's behalf.

Students complete the certificate requirements through home study and supervised practice in community and laboratory settings. Home study aids include study guides with learning activities, readings files, educational videos to complement the readings, tutor-marked assignments, and tutor support by phone.

OLA reserves the right to alter the schedule and availability of courses in the program. When feasible, labs and scheduled practice activities (practicum and clinical experiences) take place in the student's region. However, when this is not the case, any travel and accommodation expenses required to attend are at the student's expense.

### Note

Individuals who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Courses in the program which require practicum/clinical/workshop/lab activities take place in BC and are available only to individuals residing in BC. Applicants residing outside BC who wish to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Attendance is required. Students are responsible for all expenses associated with attendance at practicum/clinical/workshop/lab activities. Practicum/clinical/workshop/lab activities may be limited by location, time of year, and space. Enrolment may be limited.

Courses that do not have practicum/clinical/workshop/lab activities are available to individuals in any location. However, individuals residing outside BC are responsible for additional expenses such as the cost of postage.

## Admission Requirements

Proof of employment in home support (or volunteer work in community service agencies) and/or an interest in pursuing a career in home support; proof of English reading comprehension and writing ability at the Grade 10 level as measured by a standardized test; satisfactory medical declaration of good health from a physician; references/recommendation to confirm suitability for this occupation; completed OLA Program Admission form; negative tuberculosis skin test or a clear chest X-ray; up-to-date immunization record, including hepatitis B; current, valid First Aid Certificate (covering infants and adults); current, valid CPR Level C Certificate (covering infants and adults); satisfactory current criminal records search (refer to policy on this page); phone interview with program staff.

## Certificate Requirements

### Specific Course Requirements (15 credits)

- HOME 143, *Nutrition for Home Support* (0.5) and HOME 144, *Work Role and Home Safety, Management* (1)
- HOME 150, *Health: Lifestyle and Choices* (1.5)
- HOME 160, *Interpersonal Communications* (1.5)
- HOME 170, *Health and Healing* (3)
- HOME 179, *Practicum* (1.5)
- HOME 181, *Personal Care Skills* (Theory) (2)
- HOME 187, *Personal Care Skills Lab* (1)
- HOME 190, *Special Needs* (1.5)
- HOME 199, *Preceptorship* (1.5)

### Criminal Records Search

Prospective students applying for admission to a Health and Human Services program which has a clinical or practicum component are required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

## Nurse Refresher Certificate

- Generally, this program is available only to applicants residing in BC and the Yukon (refer to note below).

This certificate program is designed for nurses who have been away from active nursing practice for five or more years. It is available to nurses who are required by the Registered Nurses Association of BC (RNABC) to complete a refresher program to be eligible for reinstatement of membership as a practising registered nurse. The program may be of assistance to nurses who are not yet registered with the RNABC and who are required to take a refresher program to meet all or part of the registration requirements.

Approved by the RNABC, this full-time or part-time self-paced program combines theoretical study and clinical practice to help nurses update their nursing knowledge to the current level, prepare them to re-enter nursing employment with confidence, and provide them with the skills needed to keep pace with ongoing changes in nursing. The program, which focuses on nursing competency, employs an integrated self-care nursing model. Candidates learn to apply the model in all phases of nursing and to practise it in a clinical setting. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the candidate's region if possible.

### Note

Individuals who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program and course admission and completion requirements.

Courses in the program which require clinical activities take place in BC and the Yukon and are available only to individuals residing in BC and the Yukon. Applicants residing outside BC who wish to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Attendance at clinicals is required. Students are responsible for all expenses associated with attendance at clinical activities. Clinical activities may be limited by location and time of year.

The theory course (NURS 340) is available to individuals in any location. However, individuals residing outside BC are responsible for additional expenses such as the cost of postage and audio-conferencing. The schedule of audio-conferences may not be convenient for students residing outside BC.

## Admission Requirements

Graduation from a nursing program recognized by the RNABC and current registration, or eligibility for registration, as a non-practising member of the RNABC. Applicants who have not yet met RNABC registration requirements are eligible for admission in some instances. Applicants whose RNABC registration has lapsed are required to apply to the RNABC for non-practising or student membership.

Satisfactory medical declaration from a physician; current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C, current within two years); updated immunizations and TB skin test results (within one year); satisfactory current criminal records search (refer to policy on page 69). Interview with program staff. Upon submission of admission forms with all required documents, applicants receive confirmation of application status by mail. Contact Student Services for the program admission package.

A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

## Certificate Requirements

### Specific Course Requirements (15 credits)

- NURS 340, *Health Review* (3)
- NURS 350, *Nursing Update* (12)

Admission to NURS 350 is dependent on successful completion of NURS 340 and the availability of appropriate clinical placement. There is a final examination at the end of each course. During the practicum that concludes NURS 350, candidates are responsible for the full workload of a registered nurse.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected meet program requirements.
- For program updates, refer to the Website or contact Student Services.

## Practical Nurse Refresher Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is designed to help candidates update their nursing knowledge and return to active nursing practice. It is available to practical nurses who are required by the College of Licensed Practical Nurses of BC (CLPNBC) to take a refresher program. Approved by the CLPNBC, this program is self-paced and may be available on a part-time or full-time basis; however, OLA reserves the right to alter the scheduling of courses in the program. The program combines theoretical study and clinical practice to help candidates re-enter practical nursing with confidence. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the candidate's region if possible.

### Note

Individuals who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program and course admission and completion requirements.

Courses in the program which require clinical activities take place in BC and are available only to individuals residing in BC. Applicants residing outside BC who wish to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Attendance at clinicals is required. Students are responsible for all expenses associated with attendance at clinical activities. Clinical activities may be limited by location and time of year.

Courses that do not have practicum/clinical/workshop/lab activities are available to individuals in any location. However, individuals residing outside BC are responsible for additional expenses such as the cost of postage and audio-conferencing. The schedule of audio-conferences may not be convenient for students residing outside BC.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected meet program requirements.
- For program updates, refer to the Website or contact Student Services.

## Admission Requirements

Graduation from a practical nursing program recognized by the CLPNBC and current licence or assessment by the CLPNBC indicating eligibility for licensure following completion of a refresher program.

Satisfactory medical declaration from a physician; current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C, current within two years); updated immunizations and TB skin test results (within one year); satisfactory current criminal records search (refer to policy on this page). Interview with program staff. Upon submission of admission forms with all required documents, applicants receive confirmation of application status by mail. Contact Student Services for the program admission package.

A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

## Certificate Requirements

### Specific Course Requirements (12 credits)

- PNRP 101, *Practical Nursing in a Changing Health Care System* (3)
- PNRP 103, *Health Promotion, Prevention, and Healing: Adapting Practical Nursing Practice to Different Settings* (9)

Admission to PNRP 103 is dependent on successful completion of PNRP 101 and the availability of appropriate clinical placement. There is a final examination at the end of each course. During the clinical activity that concludes PNRP 103, candidates are responsible for the full workload of a licensed practical nurse.

### Criminal Records Search

Prospective students applying for admission to a Health and Human Services program which has a clinical or practicum component are required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

## Practical Nurse Qualifying Courses

- Generally, these courses are available only to applicants residing in BC (refer to note below).

Qualifying courses are available for those practical nurses whose basic training lacked components in the subject areas of community, maternity, and pediatrics. Assessment by the College of Licensed Practical Nurses of BC (CLPNBC) indicates the qualifying component(s) required for licensure.

These courses are self-paced and may be available on a part-time or full-time basis; however, OLA reserves the right to alter the scheduling of courses. Courses may contain theory and/or clinical experience. Theoretical study takes place at home, and clinical practice takes place in a clinical agency in the candidate's region if possible.

### Note

Attendance at clinical experiences in BC is required. Students are responsible for all expenses associated with attendance at clinical experiences. Clinical placements may be limited by location and time of year.

### Criminal Records Search

Prospective students applying for admission to a Health and Human Services program which has a clinical or practicum component are required to undergo a criminal records search. This search must indicate the absence of a relevant criminal record before their application for admission to these programs will be approved.

Prospective students who have immigrated to Canada and are applying to programs will complete the criminal records search with the local police agency relating to the period of residence in Canada. The applicant will also be required to affirm she/he does not have a criminal record in the countries of origin and previous residence, the nature of which would be relevant to the person's suitability to practise.

## Admission Requirements

Graduation from a practical nursing program recognized by the CLPNBC and current licence or assessment by the CLPNBC indicating eligibility for licensure following completion of a refresher program.

Satisfactory medical declaration from a physician; current Cardiopulmonary Resuscitation Certificate (Basic Life Support—Level C, current within two years); updated immunizations and TB skin test results (within one year); satisfactory current criminal records search (refer to policy on this page).

Interview with program staff. Upon submission of admission forms with all required documents, applicants receive confirmation of application status by mail. Contact Student Services for the program admission package.

A nurse's uniform and shoes appropriate to the clinical agency are required; a stethoscope is recommended.

## Qualifying Courses

### Specific Course Requirements (3–6 credits)

The following courses are designed to fulfill licensing requirements:

- PNRP 102, *Adapting Practice to the Institutional Setting* (6)
- PNRP 104, *Adapting Practice to the Community Setting* (3)
- PNRP 105, *A Caring Approach to Mother, Newborn, Infant, and Child* (6)
- PNRP 106, *A Caring Approach to Mother and Newborn* (3)
- PNRP 107, *A Caring Approach to Infant and Child* (3)
- PNRP 114, *Adapting Practice to the Community Setting: Theory* (1.5)
- PNRP 116, *A Caring Approach to Mother and Newborn: Theory* (1.5)
- PNRP 117, *A Caring Approach to Infant and Child: Theory* (1.5)

Admission to courses is dependent on the availability of appropriate clinical placement in BC. There is a final examination at the end of each course.

## Social Service Worker Certificate

- Generally, this program is available only to applicants residing in BC (refer to note below).

This certificate program is designed for individuals who seek the knowledge and skills to enter the field of social services at a beginning level or to upgrade a current position. Although employment opportunities may vary from year to year, they exist in both the public and private sectors. Check local community agencies for employment trends and opportunities.

### Note

Individuals who intend to complete this program and obtain the certificate must declare their intention to do so and must meet all program admission and completion requirements.

Applicants residing outside BC who want to complete the program may participate at workshop and practicum sites in BC if appropriate arrangements can be made.

Individuals who do not intend to complete this program may be allowed to take all SSWP courses except the two practicum courses.

Courses in the program which require practicum/workshop activities take place in BC and are available only to individuals residing in BC. Applicants residing outside BC who wish to complete the program may participate at practicum sites in BC if appropriate arrangements can be made. Attendance is required. Students are responsible for all expenses associated with attendance at practicum/workshop activities. Practicum/workshop activities may be limited by location and time of year. Enrolment may be limited.

Courses that do not have practicum/clinical/workshop/lab activities are available to individuals in any location. However, individuals residing outside BC are responsible for additional expenses such as the cost of postage.

## Admission Requirements

ENGL 106, *Written Communication*, or post-secondary introductory English, and PSYC 102, *Introductory Psychology II*, or equivalent. Students who have completed Grade 12 English with a B average may complete the voluntary English Language and Writing Assessment or the Language Proficiency Index and are exempt from ENGL 106 if they obtain a writing level score of 5 or 6 (refer to page 4).

Sixty documented hours of people-oriented volunteer or paid work experience in public or private social service agencies in the last five years; satisfactory criminal records search completed within the last year (refer to policy on page 70); personal statement.

Completion of a Grade 12 program or the Adult Graduation Diploma is recommended.

## Certificate Requirements

### Specific Course Requirements (29 credits)

- ENGL 107, *Business Communication* (3)
- SOCI 102, *Introduction to Sociology II* (3)
- SSWP 200, *An Introduction to Social Work Practice* (3)
- SSWP 355, *Human Development* (3)
- SSWP 107, *An Introduction to Fieldwork in Social Services: Practicum I* (3)
- SSWP 109, *Introductory Counselling Skills for Social Service Workers* (4)
- SSWP 110, *Weekend Workshop for Introductory Counselling Skills* (1)
- SSWP 212, *Social Welfare* (3)
- SSWP 207, *Practicum II—Block Placement* (3)
- One 3-credit elective approved by program staff

It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected meet program requirements. OLA may accept transfer credit for similar practicum experiences at other recognized Canadian post-secondary educational institutions.

- For program updates, refer to the Website or contact Student Services.

## Health Science Degree Programs

The BCOU Bachelor of Health Science degree programs—Physiotherapy, Psychiatric Nursing, Respiratory Therapy—have been designed to:

- Provide academic recognition for advanced-level training in selected health disciplines and specialties.
- Allow working health professionals to broaden their education and enhance their skills, knowledge, career options, and academic credentials without having to leave the workforce for an extended period.
- Make advanced studies available to professionals in selected health occupations at a convenient time and place.

Information about degree programs provided on the following pages is a general guide. Each student's degree program plan reflects their previous education as it applies to the degree.

- For program updates, refer to the Website or contact Student Services.

### Note

Some of the health issues courses required for program completion include participation in mandatory audio-conferences at the candidate's expense or use of a computer for Web courses. Differences in time zones between BC and the candidate's location may make participation in audio-conferences inconvenient.

Students who have completed credentials outside Canada may be required to have their credentials evaluated by the International Credential Evaluation Service (ICES). Refer to page 7.

Practising health professionals and physiotherapists who meet the requirements of the Canadian Alliance of Physiotherapy Regulators and who are not working toward a degree may register in health-related or health-issues courses, providing other prerequisites and admission requirements have been met. Refer to page 84 for a list of professional development courses.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

## Bachelor of Health Science (Physiotherapy)

Offered in association with the College of Physical Therapists of British Columbia and the Canadian Alliance of Physiotherapy Regulators

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Health Science (Physiotherapy) degree program is available to physiotherapists in two categories:

### Group 1

Physiotherapists in BC who are fully licensed members of the College of Physical Therapists of BC (CPTBC), who want to develop the skills and knowledge necessary for career progression to senior practice positions or for application to graduate school, and

### Group 2

Physiotherapists seeking licensure in Canada whose qualifications have been reviewed by the Canadian Alliance of Physiotherapy Regulators (the Alliance), who are required to complete a degree program and then pass the Physiotherapy National Examination in order to obtain full licensure as physiotherapists, and who are recommended to the program by the Alliance. Candidates may be admitted to the program only if no other requirements are to be met prior to full licensure being granted by a regulatory body affiliated with the Alliance.

### Admission Requirements

Candidates in both groups are subject to the academic policies of OLA and are required to submit full documentation of their academic history, including documentation of graduation from a three-year diploma program (or equivalent) in physiotherapy at a recognized institution. In addition, the following admission requirements apply:

#### Group 1

Candidates are required to provide a copy of a current full licence with the CPTBC.

#### Group 2

Candidates referred by the Alliance are required to provide documentation showing that the only requirements they need to obtain full licensure in a jurisdiction affiliated with the Alliance are completion of a degree program and a pass grade on the Physiotherapy National Examination. All other licensure requirements, set by the CPTBC and the Alliance, including completion of a program with sufficient physiotherapy content and successful completion of a TOEFL test, are to be completed prior to admission to the program.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, specifically completion of two of OLA's health issues (HEAL) courses.

### Degree Requirements

A diploma in physiotherapy from a recognized institution and documentation of full licensure, or progression to full licensure as outlined, are required.

- Typically, up to 90 credits are granted for a three-year diploma in physiotherapy.
- 6 credits in first-year English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103) (if not taken in the diploma) are required.

### Additional Academic University Requirements (30 credits)

(15 credits at the upper level; 6 credits to be taken through OLA)

- 3 credits in introductory statistics
- 3 credits in social and behavioural research methods (upper level)
- 3 credits in humanities (other than English)
- 15 credits of academic electives selected in consultation with an OLA program advisor (minimum 6 credits at the upper level)
- 6 credits in health issues (upper level, taken through OLA)

Students may complete most of the academic requirements of the degree program at any time, with OLA courses or their equivalents.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.
- For program updates, refer to the Website or contact Student Services.

## Bachelor of Health Science (Psychiatric Nursing)

**Offered in collaboration with Douglas College  
(British Columbia), Department of Psychiatric Nursing**

- This program is only available to applicants residing in Canada.

The BCOU Bachelor of Health Science (Psychiatric Nursing) degree program is designed to give registered psychiatric nurses (RPNs) and registered nurses (RNs) working in a psychiatric/mental health field the opportunity to obtain a bachelor's degree, following completion of the Advanced Diploma program in Psychiatric Nursing at Douglas College.

### Admission Requirements

Open to students who are enrolled in or have completed the Advanced Diploma program in Psychiatric Nursing at Douglas College, who are (1) psychiatric nursing graduates registered in British Columbia, Alberta, Saskatchewan, or Manitoba; or (2) registered nurses working in psychiatric nursing.

Individuals applying for admission to the degree program are required to provide documentation of admission to or completion of the Advanced Diploma program at Douglas College.

Entry to the Advanced Diploma program requires that the student possess current active practising registration as an RPN or RN and recent appropriate psychiatric nursing experience. Graduates of general nursing programs are required to demonstrate knowledge and skills comparable to current psychiatric nursing diploma programs.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, specifically completion of two of OLA's health issues (HEAL) courses.

### Degree Requirements

A diploma in psychiatric nursing or nursing from a recognized institution and completion of the Douglas College Advanced Diploma in Psychiatric Nursing are required.

### Additional Academic University Requirements (30 credits)

(15 credits at the upper level; 6 credits to be taken through OLA)

- 6 credits in first-year English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in mathematics or computing science (an introductory statistics course is recommended)
- 3 credits in research methods (upper level)
- 6 credits in social science
- 3 credits in humanities (other than English)
- 6 credits in health issues (upper level, taken through OLA)
- 3 credits in administrative studies

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

- For information on the Douglas College Advanced Diploma program in Psychiatric Nursing, contact Douglas College:  
www.douglas.bc.ca  
604-527-5420

- For updates on the BCOU degree program, refer to the Website or contact Student Services.



## Bachelor of Health Science (Respiratory Therapy)

Offered in collaboration with University College of the Cariboo (UCC) (British Columbia)

- This program is available to applicants residing in Canada or outside Canada.

The BCOU Bachelor of Health Science (Respiratory Therapy) degree program is designed to provide respiratory therapists with the opportunity to obtain a bachelor's degree in their discipline. The degree is available to graduates of accredited diploma programs in respiratory therapy, who have a registration number with the Canadian Society of Respiratory Therapists (CSRT) and have completed one year of employment as a respiratory therapist.

### Admission Requirements

Diploma in respiratory therapy from a recognized institution; proof of possession of a CSRT registration number; a minimum of one year work experience as a respiratory therapist; and proof of a minimum of one year employment as a respiratory therapist in the last five years are required.

Applications from candidates who have not practised in the field for a minimum of one year in the last five years will be reviewed; these candidates may be required to update their didactic studies in respiratory therapy.

### Residency Requirements

6 credits of upper-level university coursework are to be completed, specifically completion of two of OLA's health issues (HEAL) courses.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.
- For information on a diploma in respiratory therapy and advanced certification programs, contact UCC: [www.cariboo.bc.ca](http://www.cariboo.bc.ca)  
Kamloops (250) 828-5043
- For updates on the BCOU degree program, refer to the Website or contact Student Services.

### Degree Requirements

120 credits, with a minimum of 45 upper-level credits, are required as follows:

#### Specific Requirements

- A diploma in respiratory therapy from a recognized institution is required.

Graduates of accredited three-year diploma programs in respiratory therapy, including graduates of the UCC diploma program, are awarded up to 75 credits, including 21 upper-level credits, toward degree completion.

Graduates of accredited two-year diploma programs in respiratory therapy are awarded up to 60 credits, including 21 upper-level credits, toward degree completion.

- 6 credits in first-year English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103) are required.

#### Upper-Level Requirements (15 credits)

- 3 credits in social and behavioural research methods
- 6 credits in health issues courses, taken through OLA
- 6 credits in administrative studies or 6 additional credits in health issues courses, or 3 credits in each

#### General Education and Elective Requirements

(minimum 9 credits at the upper level)

- 3 credits in humanities (other than English)
- 6 credits in social science
- 3 credits in statistics
- 3 credits in computer applications
- Academic elective credits. The number of elective credits required depends on the number of credits awarded for the diploma program. Normally, graduates of three-year programs are required to complete 9 elective credits, and graduates of two-year programs are required to complete 24 elective credits.

#### Note

Exemptions without credit may be granted for appropriate courses taken within the diploma program (excluding courses needed to fulfill the residency requirements). This may increase the number of elective credits required for degree completion.

Credit is not automatically granted for a computer course taken more than seven years previously.

## Onsite Training at OLA Skills Centres

- All programs are not available at all OLA Skills Centres.

OLA offers Information Technology (IT) industry and vendor training programs and IT certificate programs at OLA Skills Centres to prepare students for a high-tech career. Most of the IT industry and vendor training includes courses which students may use for credit toward an OLA college certificate or diploma. OLA's IT certificate programs allow students to complete a college credential as a continuation of their technical training.

- Many courses are delivered face-to-face in a classroom setting (onsite at OLA Skills Centres) and are subject to alternate fee schedules.
- Due to the nature of the IT industry, programs are subject to frequent changes.
- OLA is planning to offer more IT training programs in addition to those described here.

- For current fees, up-to-date program information, start dates, and locations, refer to the Website or email: [infotech@ola.bc.ca](mailto:infotech@ola.bc.ca) or contact the nearest OLA Skills Centre (listed below).

### OLA Skills Centres

Burnaby Skills Centre, 604-660-8450  
115-4400 Dominion Street, Burnaby, BC V5G 4G3

Kelowna Skills Centre, (250) 868-2446  
100-2045 Enterprise Way, Kelowna, BC V1Y 9T5

Prince George Skills Centre, (250) 565-4428  
1445-10th Avenue, Prince George, BC V2L 2L2

## Industry and Vendor Training

### Admission Requirements

Admission to IT courses and programs offered at OLA Skills Centres occurs throughout the year. An intake assessment and interview are required. While completion of Grade 12 is preferred, it is not required. All prospective students are required to complete the entrance testing and participate in the interview process. Qualified applicants are given the opportunity of pursuing their studies with OLA. In cases where there are more eligible candidates than the program can support, overflow students are directed to alternate training programs.

### Cisco (CCNA)

Under Cisco's Canadian Networking Academy Agreement, OLA offers a series of courses to support students interested in obtaining Cisco Certified Networking Associate (CCNA) recognition from Cisco Systems Inc.

### CompTIA (A+, Network+)

As a member of the Computing Technology Industry Association (CompTIA), OLA offers a number of courses which support students interested in obtaining recognition from CompTIA in hardware and networking technologies, including A+ and Network+ training programs.

### Microsoft (MOUS, MCP, MCSE)

As a Microsoft IT Academy, OLA offers an intensive program for students interested in obtaining recognition from Microsoft as a Microsoft Certified Professional (MCP) and Microsoft Certified Systems Engineer (MCSE). Courses designed to support students interested in achieving the Microsoft Office User Specialist (MOUS) designation are also available.

### Oracle (OCP-DBA)

In partnership with Oracle Canada's Workforce Development Program, OLA offers a thorough program for students interested in obtaining the Oracle Certified Professional (OCP) designation as a Database Administrator.

## Help Desk and Technical Support Specialist Programs

- These programs are offered onsite at OLA Skills Centres.

A blend of courses supporting industry and vendor training outcomes, these OLA programs prepare students to support staff and client productivity in today's computer-dependent work environments. Students are provided training to achieve industry and vendor certification in a range of hardware, networking, client, and server applications. Customer service skills, including effective communication and problem solving, are emphasized.

### Admission Requirements

Grade 12 preferred. Program entrance testing and interview are required. Refer to page 76.

### Program Requirements

Students complete industry and vendor certification examinations within the program.

- It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected meet program and credential requirements.
- For current fees, program updates, start dates, and locations, refer to the Website or email: [infotech@ola.ca](mailto:infotech@ola.ca) or contact the nearest OLA Skills Centre (listed on page 76).

## Certificate in Computer Programming (Access Ability)

- This program is offered onsite only at the Burnaby Skills Centre.

This certificate is offered to persons with a disability, to provide entry-level employment training in computer technology. The full-time program starts in September and runs over thirteen months. The program is divided into four phases. Phases 1, 2, and 3 are classroom-based at the Burnaby Skills Centre (BSC), with access to networked computer workstations onsite. Phase 4 is a four-month professional work experience term.

### Admission Requirements

Grade 12 preferred and successful completion of a written aptitude test at the BSC. Refer to page 76.

### Certificate Requirements

45 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required in courses in business communication, computer applications, and directed work experience in computer information systems.

### Note

Course selection is subject to the approval of a BSC instructor.

- It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected meet program and credential requirements.
- For start dates, completion times, tuition, fees, and other program details, refer to the Website or contact the Burnaby Skills Centre: 604-660-8450

## Database Administrator Certificate

- This program is offered onsite at OLA Skills Centres.

This program trains students to achieve industry and vendor certification in A+, MOUS, and OCP, and provides credit for three OLA college-level business courses. The majority of coursework is completed onsite at an OLA Skills Centre. Several course requirements are completed as distance courses.

### Admission Requirements

Grade 12 preferred. Program entrance testing and interview are required. Refer to page 76.

### Certificate Requirements

45 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), and successful completion of industry and vendor certification examinations are required as follows:

#### Web-based Distance Course Requirements (9 credits)

- ACMP 198, *Applied Technology Capstone—OCP* (3)
- BUSM 101, *Introduction to Canadian Business* (3)
- ENGL 106, *Written Communication* (3)

#### Industry and Vendor Certification Requirements (up to 36 credits)

- CompTIA A+
- Microsoft MOUS
- Oracle OCP

- It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected meet program and credential requirements.
- For current fees, program updates, start dates, and locations, refer to the Website or email: [infotech@ola.ca](mailto:infotech@ola.ca) or contact the nearest OLA Skills Centre (listed below).

#### OLA Skills Centres

Burnaby Skills Centre, 604-660-8450  
115-4400 Dominion Street, Burnaby, BC V5G 4G3

Kelowna Skills Centre, (250) 868-2446  
100-2045 Enterprise Way, Kelowna, BC V1Y 9T5

Prince George Skills Centre, (250) 565-4428  
1445-10th Avenue, Prince George, BC V2L 2L2

## Network Specialist Certificate

- This program is offered onsite at OLA Skills Centres.

This program trains students to achieve industry and vendor certification in A+, MOUS, and MCSE, and provides credit for three OLA college-level business courses. The majority of coursework is completed onsite at an OLA Skills Centre. Several course requirements are completed as distance courses.

### Admission Requirements

Grade 12 preferred. Program entrance testing and interview are required. Refer to page 76.

### Certificate Requirements

45 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), and successful completion of industry and vendor certification examinations are required as follows:

#### Web-based Distance Course Requirements (9 credits)

- ACMP 196, *Applied Technology Capstone—MCSE* (3)
- BUSM 101, *Introduction to Canadian Business* (3)
- ENGL 106, *Written Communication* (3)

#### Industry and Vendor Certification Requirements (up to 36 credits)

- CompTIA A+
- Microsoft MOUS
- Microsoft MCSE

- It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected meet program and credential requirements.
- For current fees, program updates, start dates, and locations, refer to the Website or email: [infotech@ola.ca](mailto:infotech@ola.ca) or contact the nearest OLA Skills Centre (listed on this page).

## Certificate in Information Technology

- This program is available only to applicants residing in Canada.

This open and flexible certificate program allows students the freedom to pursue specific coursework and specialities within OLA's Information Technology offerings. Groupings of shorter programs may be undertaken consecutively in pursuit of this certificate. This “generalist” certificate also provides a path for students who choose to redirect their focus midstream or seek recognition for mixed IT skills acquired from OLA and other recognized sources.

### Admission Requirements

Grade 12 preferred. Program entrance testing and interview are required. Refer to page 76.

### Certificate Requirements

30 credits, with a minimum graduating grade point average (GPA) of 2.0 (C average), are required as follows:

- 3 credits in introductory IT and computer application courses (e.g., OLA's CMPT 108 and 109, or Microsoft MOUS completed at OLA Skills Centres)
- 21 credits in IT courses in any combination (courses offered onsite at OLA Skills Centres; contact OLA Skills Centres for course details), with no more than 12 credits accepted for transfer credit or challenge
- BUSM 101, *Introduction to Canadian Business* (3)
- ENGL 106, *Written Communication* (3)

- It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected meet program and credential requirements.

- For current fees, program updates, availability of IT courses, locations, and start dates, refer to the Website or email: [infotech@ola.ca](mailto:infotech@ola.ca) or contact the nearest OLA Skills Centre (listed on page 78).

## Diploma in Information Technology and Management

- This program is available only to applicants residing in Canada.

This diploma program supports the academic pursuits of students who complete any OLA Information Technology certificate. Courses for the diploma are generally completed on a part-time basis through distance education while a student is employed in the industry.

### Admission Requirements

Successful completion of one of the following OLA IT certificates:

- Certificate in Computer Programming (Access Ability)
- Certificate in Information Technology
- Database Administrator Certificate
- Network Specialist Certificate

### Diploma Requirements

21–30 additional credits are required as follows:

- BUSM 111, *Supervision* (3) or BUSM 121, *Management Principles and Practices* (3)
- BUSM 213, *Motivation and Productivity* (3)
- BUSM 390, *Business Law* (3)
- ENGL 107, *Business Communication* (3)
- STAT 102, *Introduction to Probability and Statistics* (3) or MATH 107, *Business Mathematics* (3)
- 6–15 credits of OLA course electives (minimum 3 credits at the 200 level or higher)

- It is the student's responsibility to consult with their OLA program advisor to ensure that the courses selected meet program and credential requirements.

- For program updates, refer to the Website or contact Student Services.

## Bachelor of Technology (Computing)

### Offered with partner institutions

- This program is only available to applicants residing in Canada.

The BCOU Bachelor of Technology (Computing) degree program fills a need for a university-level degree in applied computing. This degree is offered in conjunction with other institutions where appropriate coursework is available. It is a technically oriented program that includes courses in program design, database technologies, operating systems, software engineering, and networking, along with computing electives. The theory and practice of computer science and computing technologies are emphasized.

The program is aimed at individuals in the software development industry who have completed a two-year diploma in computer science, computer information systems, or related areas, or who want to earn a bachelor's degree, as well as those with partial credit for a university degree program in computer science or computer engineering.

The term "computing" primarily refers to computer science (CPSC) courses. Most CMPT (computer studies) courses in this calendar or on the Website do not satisfy requirements in this program.

### Admission Requirements

Completion of a recognized diploma in computing science (not available through OLA) or equivalent background in computing science, and permission of OLA. Mathematics and English 12 are normally prerequisites.

Limited credit may be applicable for OLA IT programs. Students are required to contact an OLA program advisor to develop an approved program plan for completing the degree.

- It is the student's responsibility to consult with their OLA program advisor to ensure that courses selected are appropriate for the program of study or to meet future educational goals. Students require a Letter of Permission in order to register in a course (not listed in this calendar or on the Website) at any other post-secondary institution to complete the degree. Students who proceed without approval may find that a particular course does not meet requirements.

- For program updates, refer to the Website or contact Student Services.

### Degree Requirements

120 credits, a minimum of 45 at the upper level, with a grade point average (GPA) of 2.0 over all courses taken outside of the block transfer, are required as follows:

#### General Education Requirements (minimum 33 credits)

(may be met with lower- or upper-level university courses at OLA or elsewhere; refer to page 59 for discipline areas)

- 6 credits in English (university-level composition and literature, e.g., OLA's ENGL 100 or 102, and ENGL 101 or 103)
- 3 credits in applied communication (normally ENGL 107)
- 9 credits in mathematics (normally MATH 120, 150, STAT 102)
- 3 credits in social science
- 6 credits in liberal arts
- Minimum 3 credits in laboratory science (may be 4 credits in some institutions)
- 3 credits in humanities

#### Lower-Level Course Requirements (30 credits)

- First-year and second-year computing courses, including required courses in programming and program design, operating systems, databases, and data structures

#### Upper-Level Course Requirements (45 credits)

- Computing courses, normally numbered at the 300 and 400 level, including required courses in software engineering, databases, operating systems, networks, and algorithms
- Minimum 15 elective credits at the third-year or fourth-year level

#### Other Elective Requirements (12 credits)

- Approved electives (upper or lower level)

Advanced computer science courses generally require substantial mathematics preparation, including university-level calculus (for science students) and probability/statistics. All electives must be approved by an OLA program advisor.

#### Note

The computing requirements must be satisfied at other universities, colleges, or institutes as most of the courses are not available through OLA at this time.

# COURSES

- **READING A COURSE DESCRIPTION**
- **PROFESSIONAL DEVELOPMENT COURSES**
- **INDEX TO COURSES**
- **COURSE DESCRIPTIONS**

The following pages describe courses offered through the Open Learning Agency (OLA). Courses are listed alphabetically by OLA course letter code and number. The various information given in a course description is explained, and indexes to courses are provided.

## Reading a Course Description

Courses are listed alphabetically and numerically by OLA course letter code and number. Letter codes represent subject areas and numbers represent the year or difficulty of the course. As a general rule:

- Three-digit course numbers beginning with 0 indicate high-school level.
- 100-level courses are generally taken in the first year of a college or university program and usually have no prerequisites. Refer to course descriptions.
- 200-level courses are generally taken in the second year of a college or university program. Some 200-level courses may have prerequisites.
- 300-level courses are generally taken in the third year of a degree program and are considered upper-level. Most 300-level courses have specific or recommended prerequisites.
- 400-level courses are considered upper-level and are taken in the third or fourth year of a degree program. Most 400-level courses have specific or recommended prerequisites.

### Courses Delivered by OLA

Courses delivered by OLA are indicated by the red course letter code and number.

### Courses Marked (M)

OLA-delivered courses marked (M) may be completed on a credit-free basis. Students receive the letter grade “M” on their transcript if they complete the assignments. Refer to pages 8, 21, and 26 for more information.

### Courses Marked (A)

Applicants residing outside Canada who meet course prerequisite requirements are eligible to register in OLA-delivered courses marked (A). Refer to the admission policy on page 6.

### Courses Marked (PD)

OLA-delivered courses marked (PD) are available as professional development opportunities. Refer to page 84 for more information.

### Instructional Methods and Icons

Refer to page 83 for information about print/phone and online courses and an explanation of icons.

### Courses Delivered by SFU, UBC, UVic

The delivering institution’s course letter code and number is on the right of OLA’s course letter code and number.

### Course Credit

Credit values are in “semester hours,” as used by SFU, UBC, UNBC, and most community colleges in BC.

### Course Level/Type Designations

Course level/type designations are defined as follows:

- PREP—High school credit (Career and College Preparation, ABE courses)
- COL—College credit
- UNIV—University credit
- NC—Non-credit as defined by OLA

### Professional Associations

Professional associations that grant exemptions for business courses are indicated by their initials. Refer to pages 62–64 for more information.

CODE 123 (M) (A) (PD)



SFU/UBC/UVIC CODE 123

3—PREP/COL/UNIV/NC

### Course Name

Course content is described here and outlines topics that are covered. (AI, CA, CGA, CHA, CIM, CMA, CPA, CUIC, ICB, LGMA, PMAC, QAA, REIC)

**Prerequisites/Corequisites:** These are required before or concurrent with course registration.

**Note/Equipment Note/Special Arrangements:** Additional information to be noted is given for some courses.

**Texts Note:** Information about required texts is given for some courses. Before purchasing any texts, confirm requirements with Student Services.

**Start Date:** Information is given for each course. Refer to pages 8–9 for detailed information on course registration deadlines.

**Maximum Completion:** The maximum time permitted to complete a course is given. Refer to pages 8–9 for more information.



**Print/Phone Instructional Method**

Many courses are offered in print. Students normally communicate with their tutor by phone and submit assignments by regular mail. There are no required online components to these courses.

*Courses offered in print or online may also include audiocassettes, videos, or computer disks, requiring equipment as indicated by the icons.*

**Online Instructional Method**

Some courses are offered online where significant portions of the course materials and/or learning activities are provided on the Web. Students communicate with their tutor by email and/or electronic conferences and submit assignments by email. Students require access to a suitable computer with an Internet connection.

**Icons**

Students are required to watch one or more Knowledge Network broadcasts for the course. Videos may be available for rent or purchase from the institution delivering the course if students are unable to watch the programs at the scheduled times, or if there are no broadcasts at the time they are taking their course.



Access to a computer is required. In some cases, as stated in the course description, access to the Internet is also required. Unless stated otherwise in the course description, the requirements for online courses delivered by OLA are specified below.



The course includes a teleconferencing component. Access to a telephone is required.



Supporting material on audiocassette is included in the course package. Access to an audiocassette player is required.



VHS videos are a component of the course. Students are required to view the videos for successful completion of the course. Access to a VHS video recorder (VCR) is essential. Note: For some courses videos are included in the course package; for other courses videos are loaned to students by the OLA Student Library Service; and for some courses videos are rented to students through Student Services (a rental form is included in the course package). Refer to policies about rental and purchase of videos on pages 12 and 22.

**Online Courses Delivered by OLA**

Taking an OLA course online via the World Wide Web is a new way of learning, sharing information, and participating in the world of ideas. These courses offer all the advantages of learning when convenient, with the added benefit of discussions with fellow students and interaction with course materials, supported by a tutor. The tutor is available in the course discussions and privately by email, and receives students' assignments by email.

**Hardware Requirements (subject to change)**

Window users must have:

- Pentium or higher microprocessor
- Minimum 32 MB of RAM (memory)
- Windows 98 through 2000, NT, or ME
- Dial-up PPP, cable modem, or ADSL connection to the Internet

Macintosh users must have:

- 68040 or PowerPC processor
- Minimum 32 MB of RAM (memory)
- Mac system 7.5.5, 7.6.1, or Mac OS 8.0 through 10 (X)
- Dial-up PPP, cable modem, or ADSL connection to the Internet

- Some courses may have other hardware or software requirements as detailed in the course descriptions. For more information, refer to the Website or contact the Help Desk: [helpdesk@openet.ola.ca](mailto:helpdesk@openet.ola.ca)

**Software Requirements**

- Word-processing program—compatibility with Word 97, Office 2000 or XP, or RTF-compatible word processor is recommended unless otherwise specified in the course description.
- Email account that supports file attachments.
- Java-enabled Web browser, e.g., Netscape 6.0 or better, or Internet Explorer 5.0 or better.
- Adobe Acrobat Reader 4.0 or better.

**Computer Skill Requirements**

To successfully work through OLA courses offered online via the Web, students should be able to:

- Navigate the directory/folder structure of their computer's hard drive.
- Create directories, folders, and files and organize files on their computer's hard drive.
- Use a word-processing program.
- Save word-processing documents in different file formats.
- Use an email program, including sending and saving attachments.
- Upload and download files as email message attachments.
- Use a graphical Web browser.
- Search for files on their hard drive.
- Use Adobe Acrobat Reader 4.0 or better.

## Professional Development Courses

OLA currently offers the courses listed on this page as professional development (PD) courses (others may become available in the future). These courses are available to those who do not intend to complete an entire program but are interested in registering in a course for PD purposes. Refer to course descriptions marked **(PD)** for course details.

Special admission requirements may apply.

Admission to courses taken for professional development purposes is at the discretion of the program supervisor or coordinator. Enrolments may be limited.

Regular program admission requirements may be waived for individuals who want to register in individual theory courses for professional development purposes only and do not intend to complete an entire program at this time.

Admission to courses with clinical, lab, workshop, or practicum components is available only to applicants residing in BC and pending course availability. Individuals registering in courses with clinical/practicum requirements must meet all program admission and prerequisite requirements.

■ For more information, refer to the Website or contact Student Services.

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ADMN 262, <i>Analytical Decision Making</i>	HEAL 403, <i>Cultural Diversity in Health Care</i>
ADMN 361, <i>Open Thinking</i>	HOME 143, <i>Nutrition for Home Support</i>
ADMN 363, <i>Open Communication</i>	HOME 144, <i>Work Role and Home Safety, Management</i>
ADMN 364, <i>Interpersonal Skills</i>	HOME 150, <i>Health: Lifestyle and Choices</i>
ADMN 365, <i>Strategic Marketing</i>	HOME 160, <i>Interpersonal Communications</i>
ADMN 366, <i>Strategic Human Resource Management</i>	HOME 170, <i>Health and Healing</i>
ADMN 367, <i>The Inquiring Leader</i>	HOME 181, <i>Personal Care Skills</i>
ADMN 369, <i>Living Change</i>	HOME 190, <i>Special Needs</i>
ADMN 370, <i>Accounting for the Manager</i>	NURS 340, <i>Health Review</i>
ADMN 371, <i>Ventures Across Borders</i>	PNRP 101, <i>Practical Nursing in a Changing Health Care System</i>
ADMN 372, <i>Financial Management</i>	PNRP 102, <i>Adapting Practice to the Institutional Setting</i>
ADMN 373, <i>Information Management for the Manager</i>	PNRP 103, <i>Health Promotion, Prevention, and Healing</i>
ADMN 468, <i>Leading the Project to Success</i>	PNRP 104, <i>Adapting Practice to the Community Setting</i>
ADMN 477, <i>E-Business in a Competitive Environment</i>	PNRP 105, <i>A Caring Approach to Mother, Newborn, Infant, and Child</i>
ADMN 478, <i>Ethical Approach to Management</i>	PNRP 106, <i>A Caring Approach to Mother and Newborn</i>
ADMN 479, <i>Strategic Management</i>	PNRP 107, <i>A Caring Approach to Infant and Child</i>
ADMN 483, <i>Organizational Leadership and Development</i>	PNRP 114, <i>Adapting Practice to the Community Setting: Theory</i>
APST 450, <i>Understanding Research in Nursing</i>	PNRP 116, <i>A Caring Approach to Mother and Newborn: Theory</i>
APST 451, <i>Understanding Research in Nursing and Psychiatric Nursing</i>	PNRP 117, <i>A Caring Approach to Infant and Child: Theory</i>
CNPS 300, <i>Career and Employment Counselling</i>	PNRP 260, <i>Head-to-Toe Assessment</i>
CNPS 301, <i>Individual Employment Counselling</i>	PNRP 280, <i>Pharmacology for Practical Nurses</i>
CNPS 302, <i>Building an Active Engagement Counselling Culture</i>	SSWP 109, <i>Introductory Counselling Skills for Social Service Workers</i>
CNPS 303, <i>Making Career Sense of Labour Market Information</i>	SSWP 110, <i>Weekend Workshop for Introductory Counselling Skills</i>
CNPS 304, <i>Exploring Career Crossroads</i>	SSWP 200, <i>An Introduction to Social Work Practice</i>
HEAL 310, <i>Client-Centred Care Management I</i>	SSWP 212, <i>Social Welfare</i>
HEAL 320, <i>Community Development I</i>	SSWP 355, <i>Human Development</i>
HEAL 401, <i>Health Policy</i>	
HEAL 402, <i>Issues in Health Care</i>	

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## Index to Courses

Courses are listed alphabetically by OLA course letter code and number. Index 1 lists the subject area followed by the corresponding letter code(s). Index 2 lists the course letter code followed by the corresponding subject area(s). Locate courses in subject areas by referring to course letter codes.

### Index 1

Accounting **ADMN, BUSM**  
 Administrative Studies **ADMN, BUSM**  
 Agricultural Studies **AGSC**  
 Animal Science **ANSC, BISC**  
 Anthropology **ANTH**  
 Apiculture **APSC**  
 Applied Science **APSC**  
 Archaeology **ARCH**  
 Astronomy **EASC, EOSC**  
 Biological Sciences **BISC**  
 Business Communication **ENGL**  
 Business/Management **ADMN, BUSM, WKPL**  
 Business Mathematics **MATH**  
 Calculus **MATH**  
 Canadian Studies **CNST, SOST**  
 Career Planning **EDCP, PREP**  
 Chemistry **CHEM**  
 Child and Youth Care **CYCA, ECED**  
 Commerce **ADMN, BUSM, ECON**  
 Communication **CMNS, ENGL, WKPL**  
 Community Economic Development **CEDE**  
 Computer Applications **ACMP, CMPT**  
 Computer Science **CPSC**  
 Computer Studies **ACMP, CMPT**  
 Counselling **CNPS, EDUC, SSWP**  
 Criminology **CRIM, SOCI**  
 Database Management **CMPT**  
 Dendrology **FRST**  
 Earth and Ocean Studies **EASC, EOSC**  
 Economics **ADMN, CEDE, ECON**  
 Education **EDST, EDUC**  
   Adult **ADED, EDUC**  
   Counselling **CNPS**  
   Curriculum Development **EDCI**  
   Early Childhood **ECED, EDUC**  
   Educational Psychology **EDUC, EPSE**  
   Information Technology **LSYS**  
   Language and Literacy **LLED**  
   Law for Teachers **EDUC**  
   Teacher Librarianship **LIBE**  
 Engineering **CIVL**  
 English **ENGL**  
 Environmental Studies **CIVL, EASC, EOSC, SOIL**  
 Family Studies **CNPS, CYCA, HIST, HSDA, SOCI**  
 Film Studies **FILM**  
 Finance **BUSM**  
 Fine Art **FINA**  
 First Nations Studies **FNST**  
 Food Science **FNHE, KINE**  
 Forestry **FOPR, FRST, WOOD**  
 French Language **FREN**  
 Geography **EASC, EOSC, GEOG**  
 Geology **GEOL**  
 German Language **GERM**  
 Gerontology **GERO**  
 Health **APST, HEAL, HSDA, KINE**  
 History **HIST**  
 Home Care Nursing **NURS**  
 Home Support Attendant **HOME**  
 Humanities **HUMN**  
 Industrial Relations **ADMN**  
 Infection Control **PATH**  
 Information Technology **ACMP, CMPT**  
 Japanese Language **JAPN**  
 Kinesiology **KINE**  
 Landscape Architecture **LARC**  
 Law **BUSM, CRIM, EDUC, PSYC**  
 Library **LIBE**  
 Linguistics **ENGL, LING**  
 Literature **ENGL**  
 Management Studies **ADMN, BUSM, ENGL, WKPL**  
 Marketing **ADMN, BUSM**  
 Mathematics **MACM, MATH**  
 Museum Studies **GEST**  
 Music **MUSC**  
 Nursing **APST, NURS, PNRP**  
 Nutrition **FNHE, HOME, KINE**  
 Oceanography **EASC, EOSC**  
 Philosophy **PHIL**  
 Physical Education **PHED**  
 Physics **PHYS**  
 Plant Science **AGRO, PLNT**  
 Political Science **POLI**  
 Practical Nursing **PNRP**  
 Psychology **PSYC**  
 Publishing **CMNS**  
 Recreation **PHED**  
 Research Methodologies **ADMN, APST, CRIM, EDUC**  
 Science **AGRO, ANSC, BISC, CHEM, EASC, EOSC, FNHE, GEOG, GEOL, MATH, PATH, PHYS, PLNT, SCIE, SOIL**  
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 Women's Studies **WOST**  
 Wood Products **WOOD**  
 Workplace Leadership **WKPL**

**Index 2**

**ACMP** Computer Applications/Studies, Information Technology

**ADED** Adult Education

**ADMN** Accounting, Administrative Studies, Business, Commerce, Economics, Industrial Relations, Management, Marketing, Research Methodologies, Statistics

**AGRO** Plant Science, Science

**AGSC** Agricultural Studies

**ANSC** Animal Science, Science

**ANTH** Anthropology, Social Science

**APSC** Apiculture, Applied Science

**APST** Health, Nursing, Research Methodologies

**ARCH** Archaeology

**BISC** Animal Science, Biological Science, Science

**BUSM** Accounting, Administrative Studies, Business, Commerce, Finance, Law, Management, Marketing

**CEDE** Community Economic Development, Economics

**CHEM** Chemistry, Science

**CIVL** Engineering, Environmental Studies

**CMNS** Communication

**CMPT** Computer Applications/Studies, Database Management, Information Technology

**CNPS** Counselling, Counselling Education, Family Studies

**CNST** Canadian Studies

**CPSC** Computer Science

**CRIM** Criminology, Law, Research Methodologies

**CYCA** Child and Youth Care, Family Studies

**EASC** Astronomy, Earth and Ocean Studies, Environmental Studies, Geography, Oceanography, Science

**ECED** Child and Youth Care, Early Childhood Education

**ECON** Commerce, Economics, Social Science, Statistics

**EDCI** Curriculum Development

**EDCP** Career Planning

**EDST** Education

**EDUC** Counselling, Education (Adult, Curriculum Development, Early Childhood, Educational Psychology, Information Technology, Language and Literacy, Teacher Librarianship), Research Methodologies

**ENGL** Business Communication, Communication, English, Linguistics, Literature

**EOSC** Astronomy, Earth and Ocean Studies, Environmental Studies, Geography, Oceanography, Science

**EPSE** Educational Psychology

**FILM** Film Studies

**FINA** Fine Art

**FNHE** Food Science, Nutrition, Science

**FNST** First Nations Studies

**FOPR** Forest Operations

**FREN** French Language

**FRST** Dendrology, Forestry, Statistics

**GEOG** Geography, Science, Urban Studies

**GEOL** Geology, Science

**GERM** German Language

**GERO** Gerontology

**GEST** Museum Studies

**HEAL** Health

**HIST** Family Studies, History

**HOME** Home Support Attendant, Nutrition

**HSDA** Family Studies, Health

**HUMN** Humanities

**JAPN** Japanese Language

**KINE** Food Science, Health, Kinesiology, Nutrition

**LARC** Landscape Architecture

**LIBE** Teacher Librarianship Education

**LING** Linguistics

**LLED** Language and Literacy Education

**LSYS** Information Technology Education

**MACM** Mathematics

**MATH** Business Mathematics, Calculus, Mathematics, Science, Statistics

**MUSC** Music

**NURS** Home Care Nursing, Nursing

**PATH** Infection Control, Science

**PHED** Physical Education, Recreation

**PHIL** Philosophy

**PHYS** Physics, Science

**PLNT** Plant Science, Science

**PNRP** Nursing, Practical Nursing

**POLI** Political Science, Social Science

**PREP** Career Planning

**PSYC** Psychology, Statistics

**SCIE** Science

**SOCI** Criminology, Family Studies, Social Science, Sociology

**SOIL** Environmental Studies, Science, Soil Science

**SOST** Canadian Studies, Social Science

**SPAN** Spanish Language

**SSWP** Counselling, Social Service

**STAT** Statistics

**WKPL** Business/Management, Communication, Workplace Leadership

**WOOD** Forestry

**WOST** Women's Studies

■ Courses delivered by OLA are indicated by the red course code.

## Course Descriptions

**Distance courses ACMP 196 and ACMP 198 are part of OLA's Information Technology certificate programs (refer to page 76). Other courses in these programs are offered onsite at OLA Skills Centres, listed on page 76.**

### ACMP 196



3—COL

#### Applied Technology Capstone—MCSE

This online course is designed to introduce Microsoft Certified Systems Engineer (MCSE) candidates to the complexities of modern computing and business environments. Students apply communications, business, and interpersonal skills to solve a variety of problems presented in case studies. Students use the case studies to build systematic problem-solving models for real-life development, administration, and project management information technology problems. Students are required to deliver solutions in clear, informative business reports.

**Prerequisites:** BUSM 101, ENGL 106, or equivalents. Students must have completed or be in the process of completing a vendor certification program in A+ and MCSE.

**Equipment Note:** Access to the Internet is required. Refer to page 83.

**Texts Note:** All written materials are provided. Students are required to acquire their own software.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

### ACMP 198



3—COL

#### Applied Technology Capstone—OCP

This online course is designed to introduce Oracle Certified Professional (OCP) candidates to the complexities of modern computing and business environments. Students apply communications, business, and interpersonal skills to solve a variety of problems presented in Oracle case studies. Students use the case studies to build systematic problem-solving models for real-life development, administration, and project management information technology problems. Students are required to deliver solutions in clear, informative business reports.

**Prerequisites:** BUSM 101, ENGL 106, or equivalents. Students must have completed or be in the process of completing a vendor certification program in A+ and Oracle.

**Equipment Note:** Access to the Internet is required. Refer to page 83.

**Texts Note:** All written materials are provided. Students are required to acquire their own software.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**For accounting courses, refer to ADMN 231, 232, 331, 332, 341, and BUSM 131, 132.**

### ADED 327



3—UNIV

#### Teaching Adults

This course explores planning, conducting, and evaluating instruction for adults. Consideration is given to different beliefs and ways of thinking about teaching and learning.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### ADED 328



### UBC ADED 328

3—UNIV

#### Institutions of Adult Education

This course explores the history, roles, and activities of institutions in the field of adult education. Institutions in Canada, Great Britain, and the United States are emphasized, and some experiences in other countries are examined.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### ADED 329

### UBC ADED 329

3—UNIV

#### Developing Short Courses, Workshops, and Seminars

This course examines the organization and administration of adult education events such as short courses, seminars, workshops, conferences, and institutes.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered ADED 429. Students with credit for ADED 429 may not repeat this course for further credit.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### ADED 412



### UBC ADED 412

6—UNIV

#### An Overview of Adult Education

This is a survey of adult education theory and practice in Canada and the world. The focus is on the purposes and participation in adult education, characteristics of adult learners, and the training of adult educators.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 26 weeks

**ADMN 231 (M) (A)**

(OPTION)

3—UNIV

**Introduction to Financial Accounting**

This course is designed to foster financial literacy and introduce students to the basic principles, concepts, and applications of financial accounting. The course emphasizes the practical application of accounting and includes the following topics: balance sheet, income statement, statement of changes in owner's equity, accounting cycle, internal controls and accounting for cash, special journals, subsidiary ledgers, accounting for receivables, inventories, capital assets, amortization, current liabilities, payroll, partnerships, corporations, and accounting principles and concepts. This course is under revision with additional topics to be included by 2003. It provides an accelerated alternative to BUSM 131 and 132. (CA, CGA, CMA, CPA, CUIC, PMAC, QAA)

**Prerequisites:** None. Some basic accounting and mathematics (Grade 11) is recommended.

**Note:** Students with credit for BUSM 131 and/or 132 may not take this course for further credit.

**Equipment Note:** Calculator is required. Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

- Courses delivered by OLA are indicated by the red course code.

**ADMN 232 (M) (A)**

(OPTION)

3—UNIV

**Introduction to Managerial Accounting**

Designed to prepare students for effective financial decision making at a managerial level, this course specifically introduces managerial accounting: the accounting process that uses financial information to organize and govern finances within an organization. Students learn the fundamental differences between management and financial accounting and find that there are various types of management accounting systems. The course also teaches the following managerial accounting topics: cost-volume profit analysis, product costing systems, business overhead costs, the preparation of schedules and budgeted statements, the concepts of budgeting, variance analysis systems, and absorption versus direct costing. (CA, CGA, CMA, CPA, CUIC, ICB, PMAC)

**Prerequisites:** ADMN 231, or BUSM 131 and 132, or an approved business diploma, or equivalent skills and knowledge

**Note:** Normally, students with credit for ADMN 370 may not take this course for further credit.

**Equipment Note:** Calculator is required. Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ADMN 262 (M) (A) (PD)**

3—UNIV

**Analytical Decision Making**

This Web paced course covers the "decision tools" used by most managers. Using a multi-faceted, decision-making model, students address workflow management, scheduling and charting, process analysis such as break-even, trade-off, and sensitivity analysis, financial decisions, cash flow, value of the dollar, inventory controls, strategic thinking, and more. Upon completion of the course, students have a portfolio of decision-making tools effective in their work environment.

**Prerequisites:** None

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting July 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 310****UVIC ADMN 310**

3—UNIV

**Public Sector Applications of Microeconomic Analysis**

This is an introduction to the principles of microeconomics for public-sector policy analysis and management. The course begins with a focus on how social coordination occurs through markets and proceeds with applications to aid decision making. Topics include government regulation of business, income determination and policies, pollution control, fisheries, government finance, and the use of cost-benefit analysis. The course is designed to illustrate the usefulness of microeconomic analysis for public-sector policy analysts and managers at all levels of government.

**Prerequisites:** None. Two years of post-secondary study is recommended.

**Note:** This course is not open for credit to students who have taken or are taking UVIC ECON 103 (formerly ECON 201) or OLA ECON 200.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 311 UVIC ADMN 311/HSD 404**

3—UNIV

**The Political and Governmental Environment**

This course is an exploration of the political and governmental institutions and processes within which public administrators and health and social service professionals work. Topics include political parties, pressure groups, public participation, the media, courts, the charter of rights, legislative bodies, the political executive, central agencies, ministries, departments, Crown corporations, regulatory agencies, quasi-governmental service delivery agencies, and intergovernmental relations. The course is designed for public servants, health and social service professionals at all levels of government, and administrators in quasi-governmental agencies.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 311, UVIC HSD 404, and UVIC ADMN 504 may be taken for credit.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 312 UVIC ADMN 312**

3—UNIV

**Principles of Administration: Concepts and Process**

This investigation of the principles of administration examines the concepts, sequence, and cycle of events that are integral to the process. In particular, the key processes of planning, organizing, implementing, and evaluating are studied. (CUIC, ICB, PMAC)

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 312, BUSM 121, and ADMN 122 may be taken for credit.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 313 UVIC ADMN 313**

3—UNIV

**Quantitative Analysis**

**Students may be required to attend workshops in Vancouver or Victoria.**

This course provides an introduction to quantitative analysis and the use of related software tools. The main focus of the course is on the application of basic algebra to the analysis of financial decisions, including elementary cost-benefit analysis. An introduction is provided to the use of computerized spreadsheets in relevant applications.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Students with credit for UVIC ADMN 400 may not take this course for further credit.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 314 UVIC ADMN 314**

3—UNIV

**Research Methods in the Public Sector**

This course is an introduction to research methods in public-sector settings. It enables students to become informed consumers and critics of research-based information and more effective managers of research-related projects. Topics include definition and types of research; research design; measurement; methods of data collection; data coding; descriptive statistics; sampling and inferential statistics; relationships between variables; ethical and organizational issues; the research proposal and report.

**Prerequisites:** None. Third-year standing is recommended.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 315 (M) (A)**

3—UNIV

**Production and Operations Management**

This course examines the functional area of production and operations management as practised in the manufacturing industries. The course includes decision making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, materials requirements planning (MRP), project management, and quality control. (CMA, PMAC)

**Prerequisites:** Completion of the first year of a business diploma program and STAT 102. The business mathematics course MATH 107 is helpful though not required. Students are required to be comfortable with basic algebra. Calculus is not required, though a previous calculus course is useful.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ADMN 316 UVIC ADMN 315**

3—UNIV

**Local Government in Canada: Administration and History**

This course provides an overview of local governments in Canada. Topics include history of Canadian local governments, political structure and process, government systems, intergovernmental relations, policy making, ethical issues, and reform and changes occurring in local governments.

**Prerequisites:** None. Third-year standing is recommended.

**Equipment Note:** Computer with modem and Web browser is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

■ Courses delivered by OLA are indicated by the red course code.

**ADMN 320 (M) (A)**

3—UNIV

**Organizational Behaviour I: The Individual and Work Groups**

No matter the level of work, in what industry or discipline—whether accounting, law, marketing, or engineering—in order to be effective, it is necessary to know about the factors that affect people's attitudes and behaviour at work. This course is a first step toward knowledge of these factors. It focuses on factors found in both the individual and work groups. Some major topics covered are motivation, perception, power, leadership, and decision making in groups. The course not only cultivates knowledge and skills in each topic area, it also develops understanding of how these subjects connect. (CA, CHA, CIM, CMA, CPA, CUIC, ICB, LGMA, PMAC, QAA)

**Prerequisites:** BUSM 121, ADMN 122, or ADMN 312 is strongly recommended.

**Note:** This course was formerly numbered ADMN 420. Students with credit for ADMN 420 may not repeat this course for further credit. Only one of ADMN 320, BUSM 272, and ADMN 406 may be taken for credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**For other business and management courses, refer to BUSM courses, ENGL 106, 107, and WKPL courses.**

**ADMN 323 (M) (A)**

3—UNIV

**Organizational Behaviour II: The Organization in Its Environment**

This course is about complex organizations: why organizations exist, what they do, how they are (and should be) designed, how they direct and control member behaviour, and how they evolve, adapt, and change. The specific focus is on the interaction between an organization and its larger environment and the implications for managerial practice. (CHA, CPA, ICB, PMAC)

**Prerequisites:** ADMN 320 or 406 or BUSM 272 is strongly recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ADMN 325 (M)**

3—UNIV

**Industrial Relations**

This course provides an introduction to union-management relationships in Canada. It should interest trade unionists and managers wanting to understand and to participate in the labour relations of their own workplace. The first part of the course examines different approaches to the understanding of labour relations and surveys the historical development of collective bargaining relationships in Canada. The main body of the course covers the components of the BC labour relations system: the establishment and termination of the union-management relationship; negotiations; work stoppages; mediation and dispute resolution; and grievances and arbitrations. The last part of the course looks at contemporary issues in labour relations (e.g., union-management co-operative programs). (CPA, LGMA)

**Prerequisites:** BUSM 101 or 121, and BUSM 241 are recommended.

**Note:** Students with credit for ADMN 324, 424, or 447 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ADMN 331 (M) (A)**

3—UNIV

**Intermediate Financial Accounting I**

In this intermediate course, students build on the foundations established in an introductory accounting course such as ADMN 231. Students undertake an in-depth analysis of the asset side of the balance sheet. Key elements of this course are understanding the treatment in accordance with Generally Accepted Accounting Principles (GAAP) of cash, temporary investments, receivables, inventories, long-term investments, and capital assets. Also discussed are the accounting concepts underlying GAAP, with particular emphasis on the revenue recognition principle, as well as an introduction to some of the accounting issues underlying the form and content of the primary financial statements: the income statement, the statement of retained earnings, and the balance sheet. (CA, CGA, CMA, PMAC)

**Prerequisites:** ADMN 231, or BUSM 131 and 132

**Equipment Note:** Calculator, preferably with financial functions, is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ADMN 332 (M) (A)**

3—UNIV

**Intermediate Management Accounting**

A more in-depth analysis of management accounting issues, this course includes the topics of relevant costing; allocating costs; joint and by-product costing; process costing; treatment of material and inventory items; operations management; profit analysis and other evaluating tools used in business organizations. (CA, CGA, CMA, PMAC)

**Prerequisites:** ADMN 232, STAT 102

**Equipment Note:** Calculator, preferably with financial functions, is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.



**ADMN 341 (M) (A)**

3—UNIV

**Intermediate Financial Accounting II**

In this course, students examine the liability and equity sections of the balance sheet. Key topics include current liabilities; contingencies; long-term liabilities; pensions; leases; income tax allocation; and shareholder equity. In addition, students also examine earnings per share, statement of cash flow, and financial statement analysis. (CA, CGA, CMA, PMAC)

**Prerequisites:** ADMN 331.

MATH 107 is recommended.

**Equipment Note:** Calculator, preferably with financial functions, is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ADMN 350 (M)**

3—UNIV

**Marketing: Principles and Practices**

This third-year university course provides an introduction to the business function of marketing. It looks at marketing strategy and the four “Ps” of marketing: product development, pricing, promotion, and place. Additional topics include planning and forecasting, wholesaling, retailing, international marketing, and non-profit marketing. The development of a market plan is a major focus of this course. (CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)

**Prerequisites:** None

**Note:** Students with credit for BUSM 151 or 343 or ADMN 450 may not take this course for further credit.

**Equipment Note:** Calculator is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**ADMN 361 (M) (A) (PD)**

3—UNIV

**Open Thinking**

This Web paced course examines “open thinking”—good strategic thinking and good creative thinking. Neither is separate from the other. Students explore open thinking by practising techniques that encourage creativity, identifying strategies to broaden their approach to issues, and analyzing the context within which they traditionally think.

**Prerequisites:** Third-year standing is recommended.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting September 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 363 (M) (A) (PD)**

3—UNIV

**Open Communication**

This Web paced course addresses the importance of communication for effective management. Communication needs to be managed to build trust, support, and action in the workplace. The focus is on key communication competencies of listening, speaking, writing, presenting, and facilitating meetings.

**Prerequisites:** Third-year standing is recommended.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting September 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 364 (M) (A) (PD)**

3—UNIV

**Interpersonal Skills**

This Web paced course provides students with essential knowledge, skills, and competencies to work with and manage people in the workplace. Students develop strategies for building and maintaining trust, practise skills for developing successful interactions and dealing with difficult situations, and develop techniques for creating learning conversations to coach their peers and employees.

**Prerequisites:** Third-year standing is recommended.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting September 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 365 (M) (A) (PD)**

3—UNIV

**Strategic Marketing**

This Web paced course develops the marketing skills required to build a strategic marketing plan for a product or service. Analytical frameworks designed to approach marketing problems from multiple perspectives are examined. Upon completion of this course, students can develop a strategic marketing plan for a product to enhance the strategic placement or value of an organization.

**Prerequisites:** Introductory marketing course (e.g., ADMN 350 or BUSM 151). Third-year standing is recommended. Students are required to apply course content to a real-life situation.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting March 2003

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 366 (M) (A) (PD)**

3—UNIV

**Strategic Human Resource Management**

This Web paced course provides the student with the understanding, knowledge, and skills to make strategic human resource management decisions. The course emphasizes practical activities, ranging from assessment of the global economic environment and organizational culture to the analysis of competencies and the implementation of human resource decisions. Students carry out a detailed strategic analysis of a human resource management issue in their organizations, and, in doing so, learn how to effectively manage human resources in a way that contributes to improved performance, productivity, and morale.

**Prerequisites:** Third-year standing is recommended

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting September 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 367 (M) (A) (PD)**

3—UNIV

**The Inquiring Leader**

This Web paced course provides students with essential knowledge, skills, and competencies to apply leadership to all aspects of their work. The course helps students explore and develop their own leadership style. It is a competency-based course that challenges students to examine the relationship between leadership and management, explore what makes a good leader, and develop their own leadership style. Attention is also given to analyzing leadership stories, identifying relationships and connections, and examining the level of alignment between organizational values and personal values.

**Prerequisites:** ADMN 361 and 364, or approval of the dean of business programs

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting September 2002

**Maximum Completion:** 14 weeks (7 weeks online participation)

**ADMN 369 (M) (A) (PD)**

3—UNIV

**Living Change**

This Web paced course encompasses the exploration of how people react to change and investigates how people can leverage change to create opportunities to learn, grow, and improve. Students analyze the phases of transition, evaluate how people and organizations work with paradoxes, select skills to positively “live” through change, and recognize and work through situations that may create barriers.

**Prerequisites:** ADMN 361, 363, and 364 are strongly recommended.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting June 2002

**Maximum Completion:** 14 weeks

**ADMN 370 (M) (A) (PD)**

3—UNIV

**Accounting for the Manager**

This Web paced course focuses on a solid understanding of accounting numbers and what they mean. Students extract from and use accounting information to make meaningful managerial decisions. This places students in good stead in their management careers. (PMAC)

**Prerequisites:** Introductory accounting course (e.g., ADMN 231 or BUSM 131 and 132). Third-year standing is recommended.

**Note:** Students with 6 credits in managerial accounting (e.g., ADMN 232 and 332) may not take this course for further credit.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting November 2002

**Maximum Completion:** 14 weeks

**ADMN 371 (M) (A) (PD)**

3—UNIV

**Ventures Across Borders**

This Web paced course examines processes involved in expanding a business into an international market. International market factors, such as culture, economics, and politics, the involvement of international organizations, including the World Bank, the International Development Association, the World Trade Organization, and the International Monetary Fund, are explored throughout the course. Students have an opportunity to examine international markets through a feasibility study for expansion, a risk analysis, and development of a plan for exporting and importing goods, including financing, to support their ventures.

**Prerequisites:** Third-year standing is recommended.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting May 2003

**Maximum Completion:** 14 weeks

**ADMN 372 (M) (A) (PD)**

3—UNIV

**Financial Management**

This Web paced course focuses on how management maximizes the “value of the firm.” It is designed to enable the student to develop an understanding of corporate finances and their structure. Emphasis is placed on the financial decision making. The student examines how to use financial tools to manage performance of a product and/or make decisions, such as capital requirements and finance options.

**Prerequisites:** 6 credits in accounting courses, or approval of the dean of business programs

**Note:** Students with other intermediate-level financial management credits may not take this course for further credit.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)  
**Start Date:** To be offered every two months, starting March 2003  
**Maximum Completion:** 14 weeks

### ADMN 373 (M) (A) (PD)



3—UNIV

#### Information Management for the Manager

In this Web paced course, students examine how to handle information they and their department needs; how to create data banks with the scope, accessibility, and user-friendliness required by the student and their department; and how to maintain a data bank's currency and relevancy.  
**Prerequisites:** Computer literacy. Third-year standing is recommended, or approval of the dean of business programs is required.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)  
**Start Date:** To be offered every two months, starting January 2003  
**Maximum Completion:** 14 weeks

### ADMN 380 (M) (A)



3—UNIV

#### International Business

In this online course, students learn the terminology of international business and the process that managers go through to internationalize businesses. The various levels of involvement in foreign markets and how business is influenced by uncontrollable forces in these markets, such as culture, economics, and politics, are studied. The increasing importance of international organizations, such as the World Bank, the International Development Association, the World Trade Organization, and the International Monetary Fund, is stressed. These organizations provide information that can help companies planning to enter the global economy. The course combines historical, theoretical, and current perspectives from the text and a number of Websites. A major component of this

course is linking to international business Websites and conducting research on business and business-related materials. The Web contains new kinds of information on business not available elsewhere. (CMA)  
**Prerequisites:** ADMN 350 or BUSM 151, and BUSM 121 are strongly recommended.

**Equipment Note:** Access to the Internet is required. Refer to page 83.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

### ADMN 390 (A)

3—COL/UNIV

#### Business Law

This course is an introduction to Canada's legal system and the legal principles that govern business relations in Canada, with specific reference to the laws of BC. The course examines the basic legal principles pertaining to contracts, torts, agency, employment, negotiable instruments, debt collection, business ownership, and consumer protection. Actual case decisions are used to help develop the skills required for legal analysis and an appreciation of judicial reasoning. (AI, CA, CGA, CIM, CMA, CPA, LGMA, PMAC, QAA)  
**Prerequisites:** None, though at minimum, second-year standing is recommended.

**Note:** This course was formerly numbered BUSM 241. Students with credit for BUSM 241 or a similar business law course may not repeat this course for further credit.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

- Courses delivered by OLA are indicated by the red course code.

### ADMN 406

### UVIC ADMN 406

3—UNIV

#### Management and Organizational Behaviour

This course focuses on the skills of the effective manager or administrator in public-sector organizations. The course examines human behaviour issues that managers face. Topics include managerial work; personal, interpersonal, and leadership skills; gaining power and influence; conflict resolution; interpersonal and formal communications; decision making; motivating; teamwork; and implementing change.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 320, BUSM 272, and ADMN 406 may be taken for credit.

**Start Date:** TBA. Refer to page 9.  
**Maximum Completion:** 4 months

### ADMN 407

### UVIC ADMN 407



3—UNIV

#### Managing Contracts for Public Services

This course examines the uses, rationale, and feasibility of contracting with other governments, non-profit organizations, and private firms for the production of public services. Topics include the contracting process; writing specifications; Invitations to Quote (ITQ); Requests for Proposals (RFP); responding to ITQs and RFPs; contract management; legal issues; labour relations; reporting and monitoring; processing complaints; evaluating performance; and ethical issues.

**Prerequisites:** None. Third-year standing is recommended.

**Equipment Note:** Computer with modem and Web browser is required.  
**Start Date:** TBA. Refer to page 9.  
**Maximum Completion:** 4 months

**ADMN 408**      **UVIC ADMN 408**

3—UNIV

**Developing and Managing Partnerships**

This course explores the challenges facing managers who use partnerships with governments, private corporations, or third-sector organizations as vehicles for policy development, infrastructure creation, or service delivery. The focus is on developing an analytical framework for forming, managing, and evaluating partnerships. Topics include strategic partnership planning; the partnership formation process; ongoing management including performance measurement, financial management, and ethical considerations.

**Prerequisites:** None. Third-year standing is recommended.

**Equipment Note:** Computer with modem and Web browser is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 409**      **UVIC ADMN 409**

3—UNIV

**Leading and Managing in the Non-Profit Sector**

This course provides an overview of management in Canada's non-profit and voluntary sector. Students examine the size, scope, structure, functions, value bases, and uniqueness of the non-profit sector, plus the differences between the non-profit, public, and private sectors. Topics include leadership; board governance; strategic analysis; volunteer management and partnering. Students analyze how management concepts, models, principles, and techniques have validity as applied in the context of non-profit and voluntary-sector organizations.

**Prerequisites:** None. Third-year standing is recommended.

**Equipment Note:** Computer with modem and Web browser is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

■ Courses delivered by OLA are indicated by the red course code.

**ADMN 413 (M) (A)**

3—UNIV

**Motivation and Productivity**

This course integrates theory and practice to examine the effect supervisory practices have on employee motivation. Up-to-date supervisory techniques are introduced. Skills learned in this course can be applied to organizations in either the public or private sector. Topics discussed include leadership, job design, goal-setting, management by objectives, rewards, and communications. (CMA, CPA, CUIC, ICB)

**Prerequisites:** It is to the student's advantage to have completed a course of training in business management. Third-year standing is recommended.

Students must have sufficient knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications pertaining to their job.

**Note:** Students with credit for BUSM 213 or ADMN 411 or 412 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ADMN 414**      **UVIC ADMN 411**

3—UNIV

**Project Management**

This course covers the theory and practice of project management in the public and non-profit sectors. Topics may include defining the project; project life cycle; planning; quality control; scheduling and critical path; budgeting; negotiating; team building; leadership; implementation and control; problem solving; progress review; project completion; and evaluation. Emphasis is on enhancing the student's ability to achieve project goals with limited resources amidst changing organizational environments. Project management software is used.

**Prerequisites:** None. Third-year standing is recommended.

**Equipment Note:** Computer with modem and Web browser is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 421**      **UVIC ADMN 421**

3—UNIV

**Budgeting and Management Systems**

This course focuses on the use of budgeting systems in the planning and control function of management. Topics include phases of the financial management cycle, such as forecasting and needs analysis, and budgeting, internal control, evaluation, and audit. Institutional structures and operating procedures that govern the allocation and expenditure of government funds are also examined.

**Prerequisites:** None. Third-year standing is recommended.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 422**      **UVIC ADMN 422**

3—UNIV

**The Responsible Public Servant**

Is it acceptable for a public servant to blow the whistle? Should a public servant be able to moonlight? Should public servants feel obligated to restrict their political rights? To what levels of risk should public servants expose members of the public?

This course provides a practical examination of the arguments that are made on both—or many—sides of these and other difficult value questions currently confronting public servants and considers institutional means and techniques which can be used to strengthen and encourage responsible public service.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 422 and UVIC ADMN 519 may be taken for credit.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 423**      **UVIC ADMN 423**

3—UNIV

**Local Government in British Columbia**

This course examines the legislative framework, organization, operation, and finance of local government service delivery and regulation in BC.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 423 and UVIC ADMN 545 may be taken for credit.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 425**      **UVIC ADMN 425**

3—UNIV

**Labour Relations in the Public Sector**

**Students are required to attend workshops in Vancouver or Victoria.**

This course is an examination of the development and functioning of collective bargaining in the provincial public service. Special attention is given to the legislation regulating bargaining; the institutions that do the bargaining; determination of bargaining units; exclusions; bargainable issues; content of collective agreements; arbitration; and dispute resolution.

**Prerequisites:** None. Third-year standing is recommended.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 431**      **UVIC ADMN 431**

3—UNIV

**Human Resource Management in the Public Sector**

This course examines various aspects of the human resource functions within government and compares current theory and practice in such areas as: human resource planning, recruitment, and selection; performance evaluation, compensation, benefits, and promotion; career planning and staff development; labour relations, discipline, and control structures. Considerable emphasis is placed on the managerial aspects of the workplace.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 431 and UVIC ADMN 447 or 531 or OLA ADMN 366 may be taken for credit.

Students with a previous course in human resources (personnel management) should consult an advisor before registering.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 434**      **UVIC ADMN 424**

3—UNIV

**Management Information Systems**

**Students are required to attend workshops in Vancouver or Victoria.**

This course is a review of data and information processing concepts and procedures, with consideration of the costs and benefits of different information systems, which can be developed to meet the informational needs of public sector managers for functions such as planning, budgeting, control, and evaluation.

**Prerequisites:** None. Third-year standing is recommended.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 437**      **UVIC ADMN 437**

3—UNIV

**Program Evaluation and Performance Measurement**

This is an intensive introduction to the organizational and methodological issues involved in evaluating programs and measuring program performance.

The course offers a practical understanding of the evaluation process, including the identification of key evaluation questions, program logics, measurement, research design, and qualitative evaluation methods.

The course also introduces needs assessments, cost-effectiveness, and cost-benefit analysis, and connects key evaluation steps to the process of performance measurement.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 437 and UVIC ADMN 537 may be taken for credit.

**Equipment Note:** Access to the Internet is required.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 438**      **UVIC ADMN 414**

3—UNIV

**Strategic Communications**

**Students are required to attend workshops in Vancouver or Victoria.**

This course deals with policy and program communication in the public and non-profit sectors. Topics include the relationship between an organization and its internal and external stakeholders; the effects of public attitudes on an organization; strategic communication planning; techniques for developing awareness, acceptance, and goodwill; public consultation; the role of the media and media relations; strategies for program promotion; issues and crisis management; interpersonal communication; and negotiation strategies.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of UVIC ADMN 414 and UVIC ADMN 470 (with the same title) may be taken for credit.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 439**      **UVIC ADMN 420**

3—UNIV

**The Public Policy Process**

**Students are required to attend workshops in Vancouver or Victoria.**

This course is an introduction to the policy process as it is analyzed in modern theoretical literature, and as it may be examined through case studies from Canadian and non-Canadian contexts. Topics include policy formulation, the structural aspects of policy execution, and the human dimension of implementation and coordination.

**Prerequisites:** None. Third-year standing is recommended.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 4 months

**ADMN 440** **UVIC ADMN 470**

3—UNIV

**Contemporary Topics in Administration: Managing Human Services****Students are required to attend workshops in Victoria.**

This course teaches a specific model for human services management based upon case examples. The focus is on appropriate outcomes to recruit, retain, train, and manage human services staff in an increasingly competitive environment in human service organizations whether they are operated by government or the voluntary sector. The format for the course includes theory and practice-based learning.

**Prerequisites:** None

**Note:** Students many receive credit more than once for this course provided that topics are different.

**Start Date:** TBA. Refer to page 9.  
**Maximum Completion:** 4 months

**ADMN 441** **UVIC ADMN 470**

3—UNIV

**Contemporary Topics in Administration: Leading and Managing for Change****Students are required to attend workshops in Victoria.**

In this course, students develop a practical understanding of the nature and psychology of change and of the processes and tools for achieving effective transformation in government policies and programs. Drawing on the major thinkers and public and private sector research about change, the course focuses on strategic leadership, people management, and effective communication. The course uses concrete examples of how leaders and managers achieved or failed to achieve change at the federal, provincial, and municipal levels of government. The overall objective of the course is to equip students to be professional “change masters.”

**Prerequisites:** None

**Note:** Students many receive credit more than once for this course provided that topics are different.  
**Equipment Note:** Access to the Internet is required.

**Start Date:** TBA. Refer to page 9.  
**Maximum Completion:** 4 months

**ADMN 442** **UVIC ADMN 465**

3—UNIV

**Local Government Policy**  
**Students are required to attend workshops in Victoria.**

This course is an integrated analysis of selected local government problems drawing on urban and regional economics, local government law, and the understanding of local government structure and operations. Topics selected for examination vary.

**Prerequisites:** ADMN 423 or equivalent, ADMN 445, 452

**Start Date:** TBA. Refer to page 9.  
**Maximum Completion:** 4 months

**ADMN 445** **UVIC ADMN 445**

3—UNIV

**Urban and Regional Economics**

This course examines economic forces influencing settlement patterns, growth, and other characteristics of towns, cities, and regions. It provides a theoretical and historical basis for analyzing and predicting how urban areas evolve and how public policies may affect patterns of growth and change. Topics include regional economics; economic development; growth policy; urban land use patterns; how land and housing markets function; how land use regulation affects these markets; urban environmental problems; urban transportation; and emerging spatial patterns.

**Prerequisites:** ADMN 310 or UVIC ECON 103 or equivalent

**Start Date:** TBA. Refer to page 9.  
**Maximum Completion:** 4 months

**ADMN 446** **UVIC ADMN 446**

3—UNIV

**Local Government Land Use Planning**

This course offers an overview of land use planning principles and regulations to local government administrators. The focus is on small and mid-size communities. Topics in land use planning include current trends; history; regulatory framework in BC; growth management and regional planning; neighbourhood, local area, and community planning; zoning; rural and small town planning; main street, strip, and commercial planning; subdivision planning; permits and other regulatory mechanisms; public information and participation; and heritage conservation.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 446 and UVIC ADMN 470 (with the same title) may be taken for credit.  
**Start Date:** TBA. Refer to page 9.  
**Maximum Completion:** 4 months

**ADMN 447** **UVIC ADMN 447**

3—UNIV

**Local Government Labour Relations and Human Resource Management**

This course focuses on labour relations and human resource management issues which are specific to local governments in BC. Topics include union/management relations; collective bargaining and agreements; effects of contracting out; dispute resolution; human resource planning; recruitment, selection, and hiring; compensation, benefits, and staff training.

**Prerequisites:** None. Third-year standing is recommended.

**Note:** Only one of ADMN 447 and ADMN 431 may be taken for credit. Students with credit for ADMN 324, 325, or 424, or BUSM 222 may not take this course for further credit.  
**Start Date:** TBA. Refer to page 9.  
**Maximum Completion:** 4 months

**ADMN 448**      **UVIC ADMN 448**

3—UNIV

**Local Government Finance****Students may be required to attend workshops in Vancouver or Victoria.**

This course is an examination of property value determination; assessment theory and practice; assessment rolls; appeals processes; rate determination; tax incidence and effects; collection; enforcement; tax-service relationships; and alternative revenue sources for municipalities and First Nations. The course is designed to cover taxation by First Nation governments as well as other governments.

**Prerequisites:** None. Third-year standing is recommended.**Start Date:** TBA. Refer to page 9.**Maximum Completion:** 4 months**ADMN 451**      **UVIC ADMN 451**

3—UNIV

**Administrative Law****Students are required to attend workshops in Vancouver or Victoria.**

This course is an introduction to the principles of administrative law, paying particular attention to the relationship between the administrator and the public. Issues such as the requirements of fairness and natural justice in decisions affecting the public, appeals from administrative decisions, public participation in the decision-making process, and political accountability and control of boards and independent agencies are discussed.

**Prerequisites:** None. Third-year standing is recommended.**Start Date:** TBA. Refer to page 9.**Maximum Completion:** 4 months**ADMN 452**      **UVIC ADMN 452**

3—UNIV

**Local Government Law**

This course is an analysis of legislation, regulations, and court decisions within which local governments in BC function. The presentation is designed to familiarize non-lawyers with local government and legal processes as they apply to local government activities.

**Prerequisites:** ADMN 451 or equivalent or experience in local government**Note:** Only one of ADMN 452 and UVIC ADMN 551 may be taken for credit.**Start Date:** TBA. Refer to page 9.**Maximum Completion:** 4 months**ADMN 460 (M) (A)**

3—UNIV

**Business and Society**

This course investigates the interdependence of business and society, including topics related to corporate social responsibility, ethical performance, socially responsive management, and managing in a changing world. The course is intended to increase knowledge of the complex linkages between business and society; to increase understanding of what it means for business to be socially responsible; and to increase ability to use this knowledge for more success in dealing with the dilemmas faced by business practitioners. (ICB)

**Prerequisites:** Minimum 36 upper-level credits in administrative studies and economics, or permission of the department**Start Date:** Continuous registration. Refer to page 8.**Maximum Completion:** 30 weeks. Refer to page 8.**ADMN 465 (M) (A)**

(OPTION)

3—UNIV

**Management Decision Making**

This course offers a basic introduction to the decision analysis framework and explains how it can be used to facilitate and formalize the decision-making process. It describes techniques that managers can use to supplement their existing decision-making skills, how to decide when or whether to use a particular method, and how to implement it. The course is concerned with decision making under conditions such as uncertainty, multiple objectives, multiple decision makers or interest groups, large impacts, and long timelines. (CPA)

**Prerequisites:** 36 upper-level credits in administrative studies and economics, including ADMN 315, 335, 350, ECON 310, 350.

Students without these prerequisites may be able to obtain permission from the department.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.**Start Date:** Continuous registration. Refer to page 8.**Maximum Completion:** 30 weeks. Refer to page 8.

**For other business and management courses, refer to BUSM courses, ENGL 106, 107, and WKPL courses.**

- Courses delivered by OLA are indicated by the red course code.

**ADMN 466 (M) (A)**

3—UNIV

**Managing Change**

Strategic change has become increasingly important to the survival and growth of all organizations. With organizations flattening their structures, change today is more likely to be successful if it is seen as an integrated, participatory process, where envisioning, implementing, and receiving change are interrelated activities involving members at all levels. The aim of this course is to provide a better understanding of the challenges involved in managing organizational change and a strategic perspective for dealing with change at any level. The course also discusses innovation that exploits change and current management trends that are prompting change. (CGA, CPA)  
**Prerequisites:** 36 upper-level credits in administrative studies and economics, including organizational behaviour and industrial relations, and/or human resources management, or permission of the department  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**ADMN 468 (M) (A) (PD)**

6—UNIV

**Leading the Project to Success**

This Web paced course focuses on taking the student through all leading stages of a project to a completion. The course combines the operational aspects of managing a project with the leadership qualities required to inspire the project team and to interact with project stakeholders. The goal of the course is to give students an opportunity to learn and try out techniques and tools to lead projects to success. Students verify their achievements by demonstrating their ability to work through all stages of a project that they select at the beginning of the course and by achieving the mandate of the project scope and meeting the budget accountabilities of the project.  
**Prerequisites:** ADMN 262 or similar (e.g., ADMN 315 or 465). Third-year standing is recommended.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)  
**Start Date:** To be offered every two months, starting October 2002  
**Maximum Completion:** 21 weeks

**ADMN 470 (M) (A)**

3—UNIV

**Business Policy and Strategy**

This course examines the components and processes of the strategic management model, using examples from Canada and the United States. Students learn to do case analysis throughout the course. Topics covered include strategic management, social responsibility, environmental and internal analysis and diagnosis, strategy selection, and implementation and evaluation. (CGA, CIM, CMA, CUIC, ICB, PMAC)  
**Prerequisites:** ADMN 460, 465, 466 (ADMN 465 may be taken concurrently), or permission of the department  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**ADMN 476      UVIC ADMN 466**

3—UNIV

**Provincial Government Policy and Administration**

**Students are required to attend workshops in Victoria.**  
This course examines the legislative structure, cabinet committees, ministries, central agencies, and Crown corporations of the BC government. Attention is focused on the major government programs and the administrative processes underlying the formation of public policy as well as the management systems employed in the implementation and evaluation of government programs.  
**Prerequisites:** None. Third-year standing is recommended.  
**Equipment Note:** Access to a computer with a modem is required.  
**Start Date:** TBA. Refer to page 9.  
**Maximum Completion:** 4 months

**ADMN 477 (M) (A) (PD)**

6—UNIV

**E-Business in a Competitive Environment**

This Web paced course explores the realities of doing business in the fast-moving and rapidly changing world of the Internet. Students learn how to successfully launch a totally “virtual” business or add aspects of e-commerce to an existing business operation. The development of an e-business plan is a major focus of this course.  
**Prerequisites:** Experience using the Internet. Third- or fourth-year standing is recommended.  
**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)  
**Start Date:** To be offered every two months, starting September 2002  
**Maximum Completion:** 21 weeks (14 weeks online participation)

**ADMN 478 (M) (A) (PD)**

3—UNIV

**Ethical Approach to Management**

In this Web paced course, students examine the tools used to develop personal and ethical frameworks for making decisions that affect others. Students learn to identify their personal ethical default approach to these decisions and be in a position to choose the approach they wish to take.  
**Prerequisites:** Fourth-year standing, or approval of the dean of business programs  
**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)  
**Start Date:** To be offered every two months, starting March 2003  
**Maximum Completion:** 14 weeks

■ Courses delivered by OLA are indicated by the red course code.



**ADMN 479 (M) (A) (PD)**

3—UNIV

**Strategic Management**

This Web paced course focuses on an analysis of strategic management in a variety of challenging circumstances. Students develop strategic responses to dynamic business environments and strategic implementation plans on their organization or department for the introduction or repositioning of a product or service.

**Prerequisites:** Fourth-year standing, or approval of the dean of business programs

**Note:** This course should be taken at the end of studies for the Advanced Diploma in Management or the Bachelor of Business Administration.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting January 2003

**Maximum Completion:** 14 weeks

**ADMN 483 (M) (A) (PD)**

3—UNIV

**Organizational Leadership and Development**

This Web paced course examines the structure and format of leading in an organization. Students develop a strong understanding of being a leader in their organization and understand the power model and the structural implications of where they work and compare that to other situations. They learn to choose effective ways to lead within their structure and adapt to new scenarios.

**Prerequisites:** ADMN 367, or approval of the dean of business programs

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to [www.bcou.ca/management/faq.html](http://www.bcou.ca/management/faq.html)

**Start Date:** To be offered every two months, starting January 2003

**Maximum Completion:** 14 weeks

**For other business and management courses, refer to BUSM courses, ENGL 106, 107, and WKPL courses.**

**AGRO 260****UBC AGRO 260**

6—UNIV

**Agroecology I**

This online course is an introduction to the biophysical and socioeconomic factors affecting systems management and production in selected agroecosystems.

**Prerequisites:** AGSC 250

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 6 months

**AGRO 421****UBC AGRO 428**

3—UNIV

**Integrated Pest Management**

This course covers the development and implementation of multidisciplinary pest management programs in agricultural crops.

**Prerequisites:** PLNT 259 or equivalent. Familiarity with entomology, plant pathology, and weed science is recommended.

**Note:** This course was formerly numbered UBC AGRO 421. Students with credit for UBC AGRO 421 may not repeat this course for further credit.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**AGSC 250****UBC AGSC 250**

6—UNIV

**Land, Food, and Community**

This online course is an introduction to managed systems and concepts of sustainability; economic, ecological, and social components; managed landscapes, agri-food systems, and communities; urban and rural systems; the land, food, nutrition, and human health continuum.

**Prerequisites:** Second-year standing

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** TBA. Refer to page 9.

**Maximum Completion:** 6 months

**AGSC 350****UBC AGSC 350**

6—UNIV

**Land, Food, and Community II**

This online course is an introduction to the tools and skills required to assess the economic, ecological, and social components of the managed landscapes, agri-food systems, and communities that make up the land, food, nutrition, and health continuum.

**Prerequisites:** AGSC 250

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** January. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 6 months

**AGSC 490****UBC AGSC 490**

3—UNIV

**Topics in Agricultural Sciences: Aquaculture and the Environment**

This online course studies the components of the interactions between an intensive fish aquaculture system and the aquatic environment.

**Prerequisites:** 60 credits

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ANSC 480****UBC ANSC 480**

3—UNIV

**Intensive Fish Production**

**Students are required to make a site visit to the nearest fish culture facility.**

Topics in this course include management of finfish throughout the life cycle; broodstock, egg, larvae, and juvenile; control of environmental factors including pathogens, for maximum productivity at all life stages.

**Prerequisites:** UBC ANSC 320 or equivalent, or permission of the instructor

**Start Date:** May, September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ANSC 581****UBC ANSC 581**

3—UNIV

**Fish Diseases**

Topics in this course include common diseases of fish: epidemiology, zoonotic potential, prevention, and treatment of diseases.

**Prerequisites:** B.Sc. in the life sciences or microbiology, or permission of the instructor

**Note:** Students who wish academic credit with UBC are required to contact UBC Distance Education and Technology for information about registration, 604-822-6565 or 1-800-754-1811 (toll-free in BC).

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ANTH 101****SFU SA 101**

4—UNIV

**Introduction to Anthropology**

This course is an introduction to the study of human social and cultural life from an anthropological perspective. It explores the scope and nature of the discipline of anthropology through study of selected cases drawn from both technologically simple communities and complex modern industrial societies.

**Prerequisites:** None

**Note:** Students with credit for SFU SA 170 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ANTH 201****SFU SA 201**

4—UNIV

**Anthropology of Contemporary Life**

This is an introduction to the anthropological perspective as applied to modern industrial societies. Topics may include urban anthropology; work and leisure; belief systems; medical anthropology; and problems of policy-relevant research.

**Prerequisites:** SFU SA 101 is recommended.

**Note:** Students with credit for SFU SA 291 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**APSC 104****SFU BISC 004**

3—UNIV

**Apiculture: An Introduction to Bees and Beekeeping**

This course stresses the biology of bees, as well as management for honey production, and provides the necessary information required to begin beekeeping. Topics include basic honeybee biology, beekeeping equipment, seasonal management, and bee disease prevention.

**Prerequisites:** None

**Note:** This course was formerly numbered BISC 004 by OLA. Students with credit for BISC 004 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**APSC 278****UBC APSC 278**

3—UNIV

**Engineering Materials**

This course covers atomic bonding; crystal structures and imperfections; properties of metals, ceramics, polymers, wood, concrete, and fibre composite materials; selection of materials; corrosion; mechanical testing and heat treatment.

**Prerequisites:** 60 credits

**Equipment Note:** Access to the Internet is required.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**APST 450 (M) (A) (PD)**

3—UNIV

**Understanding Research in Nursing**

Designed for nursing students and other health professionals, this course teaches methods for reading research critically and understanding how research is undertaken. The objectives are to enable students to understand the research process, record research information, and evaluate reports. Both quantitative and qualitative research are discussed.

**Prerequisites:** 60 credits of preparation in a health care discipline. An introductory statistics course is recommended.

**Note:** Students with credit for GERO 301 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**APST 451 (M) (PD)**

3—UNIV

**Understanding Research in Nursing and Psychiatric Nursing**

Designed for nursing students and psychiatric nurses, this course teaches methods for reading research critically and understanding how research is undertaken. The objectives are to enable students to understand the research process, record research information, and evaluate reports. Both quantitative and qualitative research are discussed.

**Prerequisites:** 60 credits of preparation in a health care discipline, preferably psychiatric nursing. An introductory statistics course is recommended.

**Note:** Students with credit for GERO 301 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**ARCH 100****SFU ARCH 100**

3—UNIV

**Ancient Peoples and Places**

This course is a broad survey of human cultural development from the late Palaeolithic/PalaeoIndian periods (ca. 40,000 BP) to the rise of civilization and empires, in both the Old and New Worlds.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ARCH 226****SFU ARCH 226**

3—UNIV

**The Prehistory of Religion: Shamans, Sorcerers, and Saints**

This course deals primarily with early forms of religion. It covers the earliest rituals of the Palaeolithic, the importance of fertility cults, ancestor cults, alliance rituals, shamans, witchcraft, and monotheism. The course requires students to adopt at least a modest experiential approach to understanding traditional religion by doing several exercises. Upon course completion, students should have a good basic understanding of what traditional religions are, what shamanism is, and the kinds of explanations that are commonly proposed for why humans have such strong affinities for religion.

**Prerequisites:** Any lower-division archaeology or anthropology course

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

■ Courses delivered by OLA are indicated by the red course code.

**BISC 023 (M)**

PREP

**General Biology**

This advanced-level PREP course is equivalent to Grade 11 biology. The course gives an understanding of processes in biology and biological terms. It also develops skills in the use of the microscope.

**Prerequisites:** SCIE 010 or Science 10 is recommended.

**Note:** Registration in the course is subject to the availability of microscopes and lab kits.

**Equipment Note:** Microscope is provided on a rental basis.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

**BISC 030 (M)**

PREP

**Provincial Biology**

This PREP provincial-level course in human biology is equivalent to Grade 12 biology. Topics include the nervous system, immunity, genetics, the heart and circulation, etc.

**Prerequisites:** SCIE 010 or Science 10. BISC 023 or equivalent is also recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

**BISC 100 (M) (A)**

3—UNIV

**Understanding Biology**

This course is designed to introduce students to biological principles applicable to many contemporary problems of human well-being and long-term survival. The aim is to provide students who do not intend to major in science with a scientific perspective. Students who plan to proceed to more advanced courses in biology should take BISC 120 and 121 rather than BISC 100.

**Prerequisites:** None

**Note:** BISC 110, 111, 120 or 121 are excluded combinations.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BISC 120 (M) (A)**

3—UNIV

**Principles of Biology**

This course is designed as the first of a pair of introductory courses in biological sciences and deals with cell biology, genetics, and the classification of organisms. It interprets the theory of evolution in the light of current knowledge of genetics and ecology and investigates how organisms behave as parts of natural systems interacting with an environment. Additional topics include animal behaviour and human evolution. Students majoring in science or intending to take second-year biology courses should take BISC 120, its companion course BISC 121, and the two laboratory courses BISC 125 and 126.

**Prerequisites:** Biology 11 or BISC 023.

**Note:** BISC 100, 110, 111 are excluded combinations.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BISC 121 (M) (A)**

3—UNIV

**Exploring Biology**

This course examines, in detail, cell biology, molecular genetics, structure and function of plants and animals, and the physiology of the human body.

**Prerequisites:** Grade 12 chemistry or equivalent. BISC 023 or equivalent is recommended.

**Note:** BISC 100, 110, 111 are excluded combinations.

**Texts Note:** Students can order required texts from Student Services. **Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BISC 125**

1—UNIV

**Biology Laboratory I**

In this lab course, students perform experiments that illustrate the principles learned in BISC 120.

- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.
- Labs are held for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Prerequisites:** Prior or concurrent registration in BISC 120 or equivalent

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

**BISC 126**

1—UNIV

**Biology Laboratory II**

In this lab course, students perform experiments that illustrate the principles learned in BISC 121.

- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.
- Labs are held for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Prerequisites:** Prior or concurrent registration in BISC 121 or equivalent

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

**BISC 210 (M) (A)**

3—UNIV

**Principles of Genetics**

An introduction to a fascinating and controversial area of contemporary science, this course presents basic terms, principles, and research methods used in the study of genetics. Students learn about the transmission, distribution, arrangement, and alteration of genetic information, and how it functions and is maintained in populations.

**Prerequisites:** CHEM 111, BISC 120, 121, MATH 100 or 034, or equivalents  
**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BISC 220 (M) (A)**

3—UNIV

**Cell and Molecular Biology**

This course covers basic properties of cells and cell organelles. It also examines properties of differentiated cell systems and tissues. The principal aim of the course is to equip students with a basic knowledge of the structural and functional properties of cells. From this fundamental perspective, students are introduced to important scientific literature on the subject of cell biology and are shown how to critically examine data and interpretations presented by researchers.

**Prerequisites:** CHEM 111 and BISC 121, or equivalents  
**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BISC 260 (M) (A)**

3—UNIV

**Discovering Biodiversity through Taxonomy**

This online course brings biodiversity studies and applied taxonomy together in a modern context. The elements of species, genetic, and ecosystem diversity are considered in detail, followed by a comprehensive study of biological nomenclature, familiarity with taxonomic keys, and the use of voucher specimens and reference collections. The ethics of conservation are considered, as are global conservation issues. Students are required to submit a final project assessing the management challenges to conserving viable populations, globally and in BC, of a rare and endangered species in a taxonomic group of their choice. The exercises and assignments are designed to build up learning and communication skills, awareness of resources, and knowledge of biodiversity to prepare an adequate foundation for this project. Extensive use of the Internet is required.

**Prerequisites:** BISC 100 or 120, or equivalent

**Equipment Note:** Access to the Internet is required. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

- Courses delivered by OLA are indicated by the red course code.

**BISC 350 (M) (A)**

3—UNIV

**Community and Ecosystem Ecology**

This course introduces the fundamental principles of the science of ecology and gives a basic understanding of ecosystems and communities. Major topics discussed include the historical development of ecology as a science, physiological ecology, nutrient cycling, ecosystem theory, community energetics, aquatic ecosystems, processes that organize communities, the biogeoclimatic zones of BC, and biogeochemical cycles. Human ecology and emerging insights into managing ecosystems are also discussed. The course aims to help students gain an understanding of the scope and dynamics of ecology.

**Prerequisites:** BISC 120 or equivalent

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BISC 360 (M) (A)**

3—UNIV

**Animal Behaviour**

This course provides a basic introduction to the study of behaviour. The course concentrates on the evolution of behaviour by natural selection but also briefly considers behavioural genetics, development, and mechanistic aspects. Major topics considered include feeding, habitat choice, antipredator behaviour, parental care and reproductive tactics, mating systems, social behaviour, and human behaviour. The course is designed to provide the student with a basic understanding of the evolution and adaptation of behaviour.

**Prerequisites:** One semester of university-level introductory biology. A university-level introductory ecology course, such as BISC 350, is also strongly recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BUSM 101 (A)**

(OPTION)

3—COL/UNIV

**Introduction to Canadian Business**

This course is designed to introduce students to the fundamentals of the Canadian business system and the basic principles and practices of business. Students become familiar with common business vocabulary, the various forms of business ownership, the nature of business management, managing information systems, entrepreneurship, and the four major business functions (production, marketing, finance, and personnel). The materials in this course can be applied to many entrepreneurial and small-business situations. It provides a solid foundation for business activities and future courses in business management. (CIM, PMAC, QAA)

**Prerequisites:** None

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BUSM 104 (M)**

3—COL/UNIV

**Something Ventured: Starting Your Own Business**

This telecourse is an overview of small-business essentials in which students learn what it takes to succeed in a business. The course reviews the nature of small business and shows how to investigate and evaluate business opportunities, how to acquire the skills and knowledge needed to establish a new firm, how to market products or services, how to manage the human and fiscal demands of a business, and how to meet the organization's social and legal responsibilities. As part of the course work, students create a plan for starting their own new venture. Students should be prepared to gather information for their plan in their community. The final examination is a course project.

**Prerequisites:** No formal prerequisites. Students should have the equivalent of Grade 12 English and mathematics.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BUSM 111 (A)**

3—COL/UNIV

**Supervision**

This course is an introduction to front-line supervisory management and the functions and responsibilities supervisors perform. Students explore supervisory functions which include planning, problem solving, organizing, staffing, and controlling, as well as such tasks as motivating, disciplining, counselling, and appraising employee performance. The course also compares and contrasts supervisory roles and responsibilities in a variety of organizations: large corporations, mid-sized companies, small businesses, non-profit and volunteer organizations, etc. The course material stresses the link between theory and practice and the principle that effective supervisors know the theory behind their supervisory actions. Students gain practical knowledge and techniques that can be applied to their present or future positions as a supervisor. (CPA, PMAC, QAA)

**Prerequisites:** None

**Note:** Students with credit for BUSM 113 or CYCA 361 or WKPL 110 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**For more business courses, refer to ADMN courses, ENGL 106, 107, MATH 107, and WKPL courses.**

**BUSM 121 (A)**

3—COL/UNIV

**Management Principles and Practices**

This course is designed to give a basic framework for understanding the role and functions of a manager and to explain the principles, concepts, and techniques that can be used by managers in carrying out these functions. It is intended for those who presently hold, or desire to hold, management responsibilities in any organization or enterprise. Specific topics include planning, decision making, organizing, leading, controlling, and innovating. Students are taught how to analyze issues or problems and how to formulate realistic, practical plans to resolve them. (CPA, CUIC, ICB, LGMA, PMAC, QAA)

**Prerequisites:** None. BUSM 101, 111, 113, or business experience is recommended.

**Note:** Only one of BUSM 121, ADMN 122, and 312 may be taken for credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BUSM 131 (A)**

(OPTION)

3—COL

**Accounting I**

This introductory course provides an understanding of the total accounting process, from recording business transactions to preparing simple financial statements. Students also learn how to apply accounting principles to business situations. Upon completion of this course, students are able to interpret business vouchers; record transactions; post, balance, and close a general ledger; and prepare simple financial statements for a proprietorship. This revised course now includes expanded coverage of accounts receivable. (AI, CIM, CPA, LGMA, QAA; BUSM 131 and 132 together: CA, CGA, CMA, CUIC, ICB, PMAC)

**Prerequisites:** No formal academic prerequisites. Basic mathematics skills are required. Basic computer and Internet skills are required for the online version of this course.

**Note:** Students planning to take or with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BUSM 132 (A)**

(OPTION)

3—COL/UNIV

**Accounting II**

This course is designed to teach financial accounting techniques to students who have completed BUSM 131 or a similar accounting course. Upon completion of this course, students are able to interpret and use accounting information intelligently and effectively by applying knowledge of accounting concepts and principles in the preparation of the financial statements for a proprietorship, partnership, or corporation. Topics include inventory valuation, financial statement analysis, shares and bonds, and cash flow analysis. (CIM, CPA, LGMA, QAA, REIC; BUSM 131 and 132 together: CA, CGA, CMA, CUIC, ICB, PMAC)

**Prerequisites:** BUSM 131 or equivalent

**Note:** Students planning to take or with credit for ADMN 231 may not take BUSM 131 or 132 for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**BUSM 151 (M)**

(OPTION)

3—COL/UNIV

**Introduction to Marketing**

In this course, students learn that marketing is a vital part of every organization, large or small. Marketing is not just advertising; it encompasses concepts, techniques, and activities directed toward the distribution of goods and services to satisfy customer needs. Course topics include consumer markets, planning and forecasting, product adoption, wholesaling, retailing, pricing strategy, international marketing, and non-profit marketing. (CIM, LGMA, PMAC, QAA)

**Prerequisites:** None

**Note:** Students with credit for ADMN 350 or BUSM 343 may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BUSM 155 (M) (A)**

3—COL/UNIV

**Selling Professionally**

This five-part professional development course is for those whose workplace responsibilities include selling goods or services, and those who are new to sales. The modules are designed to give a knowledge of the variety of sales techniques and principles, practice with selling skills, and an increased awareness of the people interacted with while selling. The main objective is to enable students to improve their performance as salespersons. By the end of the course students are able to demonstrate the ability to implement a variety of professional sales techniques in actual and simulated sales situations.

**Prerequisites:** Employment in a sales-related position is strongly recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**BUSM 213 (A)**

3—COL/UNIV

**Motivation and Productivity**

This applied course focuses on the supervisory aspects of management. Students study the effects of supervisory practices on employee motivation and productivity and actively participate in developing case studies based on their own work experiences. As current management practices and theories are introduced, students obtain a “real world” perspective by being able to relate the topics to their own management style and to performance problems that may exist at their workplace. The course material is relevant to employees in both public and private sectors. (CA, CIM, CMA, CPA, PMAC, QAA)

**Prerequisites:** No formal prerequisites. Completion of a course in business management and sufficient job knowledge and experience to complete questionnaires and carry out exercises involving observations, analyses, case studies, and practical applications are recommended.  
**Note:** Students with credit for ADMN 411, 412, or 413 may not take this course for further credit.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**BUSM 236 (A)**

(OPTION)

3—COL/UNIV

**Financial Management**

This course teaches the concepts and skills of financial planning within a business and builds an understanding of accounting, business, economics, and mathematics. Students learn how to use financial statements, plan appropriate action, prepare budgets, analyze investment options, and determine the best means of financing business endeavours. Students also discover ways of assessing both the return and the risk involved in a firm's financial decisions. The focus is on solving practical business problems, similar to those students encounter in their own workplace. (CA, CGA, CIM, CMA, CUIC, PMAC)

**Prerequisites:** A background in business fundamentals, accounting, and mathematics is recommended.

Appropriate prerequisite courses are BUSM 101; 131 and 132 (or ADMN 231); and MATH 107.

**Note:** Students with credit for ADMN 335 or 372 may not take this course for further credit.

**Equipment Note:** Hand-held business calculator and regular access to a financial newspaper such as *The Globe and Mail* (financial section), or the *Financial Post*, or *The Economist* are required. Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**CEDE 201****SFU CED 201**

3—UNIV

**Introduction to Community Economic Development**

This course is a survey of community economic development. The focus is on understanding the strengths and weaknesses of conventional approaches to economic development; the rationale for alternative approaches; the varying definitions and interpretation of community and of development; and the components to be addressed by any coherent economic development strategy.

**Prerequisites:** SFU's CED certificate program approval, 30 credits, or permission of SFU's CED Centre

**Note:** Certificate students may not take this course concurrently with upper-level SFU CED courses.

**Equipment Note:** Students are required to make their own arrangements to obtain an email account and any technical support in this regard, in order to receive course and department information.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CEDE 301****SFU CED 301**

4—UNIV

**Sustainable Community Development**

This course is a more sophisticated theoretical foundation for understanding sustainable development at the community level, including an integrated approach to environmental, economic, and social aspects of development. It includes sections on natural and social capital and on making community policy which are essential for the subsequent 400-level courses in the program.

**Prerequisites:** SFU's CED certificate program approval and CEDE 201, or SFU's CED diploma program approval, or 60 credits

**Equipment Note:** Students are required to make their own arrangements to obtain an email account and any technical support in this regard, in order to receive course and department information.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CEDE 401****SFU CED 401**

4—UNIV

**Concepts, Techniques, and Principles for Community Economic Development**

This is the study of concepts and techniques for economic and policy analysis in community economic development.

**Prerequisites:** CEDE 301, or permission of SFU's CED Centre

**Equipment Note:** Students are required to make their own arrangements to obtain an email account and any technical support in this regard, in order to receive course and department information.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CEDE 403****Models and Cases in Community Economic Development**

This is a review and integration of social, economic, and ecological issues from SFU CED 401 and 402 with the methods for case studies of communities and their socio-economic development.

**Prerequisites:** CEDE 301, or permission of SFU's CED Centre

**Equipment Note:** Students are required to make their own arrangements to obtain an email account and any technical support in this regard, in order to receive course and department information.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CHEM 024 (M)****Principles of Chemistry**

This course covers the basics of chemistry: scientific measurement, classes of matter, elements and compounds, chemical reactions, and the basics of organic chemistry. The course includes videos and a lab kit.

**Prerequisites:** Science 10 or SCIE 010, and Math 10 or MATH 014. Math 11 or MATH 024 is recommended or may be taken concurrently.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

- Courses delivered by OLA are indicated by the red course code.

**SFU CED 403**

4—UNIV

**CHEM 110 (M) (A)**

3—UNIV

**Chemistry I**

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its sequel, CHEM 111, and the laboratory courses CHEM 115 and CHEM 116. It introduces the basic principles of stoichiometry (chemical arithmetic) and of gases, liquids, solids, and solutions and their concentrations. The course also covers modern theories of atomic structure and theories of bonding in molecules.

The relationships within chemistry and among chemistry and other scientific disciplines are introduced. Students are expected to apply the knowledge obtained to solving problems. The course is designed to provide a foundation for CHEM 111.

**Prerequisites:** Chemistry 12.

MATH 100 or MATH 034 or equivalent is strongly recommended.

**Equipment Note:** Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**CHEM 111 (M) (A)**

3—UNIV

**Chemistry II**

This one-semester course provides the equivalent of a first-year university or college chemistry course when taken with its prerequisite, CHEM 110, and the laboratory courses CHEM 115 and CHEM 116. It introduces the topics of chemical thermodynamics, chemical kinetics, and electrochemistry. The concept of equilibrium is examined and applied to gaseous equilibria, ionic solutions, and acid and base reactions. The course also gives an introduction to organic chemistry as well as an overview of the properties of selected metals and transition metal coordination complexes.

Working through this course, students are expected to apply the knowledge obtained to solving problems.

Students continue to study the relationships within chemistry and between chemistry and other scientific disciplines. The course is designed to provide a foundation for further courses in chemistry and/or deeper understanding of the chemical principles in biology, geology, physics, and other sciences.

**Prerequisites:** Completion of CHEM 110 or equivalent

**Texts Note:** Students can order required texts from Student Services.

**Equipment Note:** Electronic calculator with keys for square roots, logarithms, exponents, and reciprocals is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**CHEM 115**

1—UNIV

**Chemistry Laboratory I**

In this lab course, students perform experiments that illustrate the principles learned in CHEM 110.

- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.
- Labs are held for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Prerequisites:** Prior or concurrent registration in CHEM 110 or equivalent

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week



**CHEM 116**

1—UNIV

**Chemistry Laboratory I**

In this lab course, students perform experiments that illustrate the principles learned in CHEM 111.

- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.
- Labs are held for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Prerequisites:** Prior or concurrent registration in CHEM 111 or equivalent and completion of CHEM 110 and 115 or equivalent  
**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

**CIVL 200****UBC CIVL 200**

3—UNIV

**Engineering and Sustainable Development**

This course is an introduction to current global problems as well as the concepts and principles of sustainability. The focus is on the implications of a finite biosphere, the complexities inherent in environmental decision making, and the roles and responsibilities of engineers. Means and mechanisms which support sustainability and tools for engineers are also explored.

**Prerequisites:** None

**Equipment Note:** Access to the Internet is required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 6 months

**CMNS 110****SFU CMNS 110**

3—UNIV

**Introduction to Communication Studies**

This course is an introduction to selected theories about human communication. It is required for a major or minor in communication.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 130****SFU CMNS 130**

3—UNIV

**Explorations in Mass Communication**

This is an introduction to the role of mass communication (radio, television, telecommunications, and the press) in Canadian society. This course is a requirement for a major or minor in communication.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 203****UVIC HPPR 403**

3—UNIV

**Communication Planning**

This course provides the knowledge and skills required for designing effective communications plans. Communication planning is one of the most important aspects of the public relations function. By focusing on the essential steps in developing, implementing, and evaluating communication plans that fit the mission, goals, and objectives of an organization, students are able to combine both the theory and practice to produce their own sound and effective communication strategies. Upon completion of this course, students can design detailed communication plans, incorporating an essential planning process into their public relations element. Different communication planning models are presented, including issue management, project specifics, annual or operational, and more.

**Prerequisites:** UVIC HPPR 401

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Start Date:** September 23, 2002. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMNS 210****SFU CMNS 210**

3—UNIV

**Media History**

This course is an assessment of the social implications of developments in information technology from prehistory to the beginning of the twentieth century. Topics include the origins of symbolic representation; the nature of language in preliterate society; the significance of different systems of writing and numeration; the consequences of print; and the initial changes brought about by electronic media. The general orientation is toward exploring the relationship between technological and social change, and the cultural and psychological dimensions of literacy.

**Prerequisites:** CMNS 110

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 230****SFU CMNS 230**

3—UNIV

**Introduction to Communication Media**

This course provides an overview of the development of broadcasting and telecommunications systems in Canada and their relationship to contemporary society. Topics covered include the history of the CBC, cable television, the domestic film production industry, Canadian satellite development, and alternative media in Canada.

**Prerequisites:** CMNS 130

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 259****SFU CMNS 259**

3—UNIV

**Acoustic Dimensions of Communication I**

This course is designed to develop the student's perception and understanding of sound and its behaviour in the interpersonal, social, environmental, media, and creative fields. The acoustic and psychoacoustic bases of sound are introduced, with special reference to acoustic design, the electroacoustic media, and sonic environments.

**Prerequisites:** None

**Equipment Note:** Students are required to actively participate in discussions through email and should be aware that this method of communication is unsecured. Students are required to make their own arrangements to obtain an email account and any technical support in this regard. Access to a CD player (and an audiocassette player) is required.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 371****SFU CMNS 371**

4—UNIV

**The Structure of the Book Publishing Industry in Canada**

This course is an analysis of the various facets of the book publishing industry in Canada, including ownership patterns, legal foundation, criteria for book selection, and marketing. It includes examination of both commercial and educational publishing. The industry is analyzed within the framework of Canadian cultural and other government policies affecting the industry.

**Prerequisites:** Minimum 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMNS 372****SFU CMNS 372**

4—UNIV

**The Publishing Process**

This course offers an overall view of the publishing process that transforms a manuscript into a book. Examined are the stages common to all publishing—editing, design, production, and marketing—and the differences between different kinds of publishers. The contributions of modern computer technology are examined at each stage of the process.

**Prerequisites:** 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CMPT 108 (M) (A)**

1.5—COL

**Introduction to Information Technology**

This online course teaches the basics of information technology to provide a better understanding of computers and their applications and systems. Throughout the course, students learn fundamental topics such as the business role of computers, computer operating systems, applications software, hardware add-ons, communications systems, computer networks, and the Internet. A significant amount of learning comes from the practice of online conferencing and correspondence with a designated tutor as well as with other students. Course design considerations have been made to make it user-friendly for persons who are visually impaired or blind. (LGMA, PMAC, QAA)

**Prerequisites:** None

**Note:** Students completing work-based projects should be able to use their workplace experience to carry out on-the-job observations and to apply their knowledge in a workplace setting. CMPT 108 and 109 are independent courses; neither is a prerequisite for the other. Students with credit for WKPL 160, CPSC 101, or CMPT 110 or 150 may not take this course for further credit.

**Equipment Note:** Access to the Internet is required. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 21 weeks

**CMPT 109 (M)**

1.5—COL

**Computer Applications in Business**

This online course covers the use of the latest versions of Microsoft Office or Microsoft Works applications in business. Students use computers to develop their skills in word processing, building a spreadsheet, creating a database, and communication.

Through the use of a bulletin board service, students learn to send email and participate in discussion groups, as well as to send and receive files from their tutor and fellow students. (CA, CPA, LGMA, PMAC, QAA)

**Prerequisites:** None

**Note:** CMPT 108 and 109 are independent courses; neither is a prerequisite for the other. Students with credit for TOUR 102, CMPT 110, or CMPT 150 may not take this course for further credit.

**Equipment Note:** Access to the Internet is required. For specific computer requirements, refer to the course outline at [www.ola.ca/oc/courses/CMPT109.html](http://www.ola.ca/oc/courses/CMPT109.html)

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 21 weeks

■ Courses delivered by OLA are indicated by the red course code.

**CMPT 150****UVIC TECJ 100**

3—UNIV

**Computer Concepts**

This course introduces the use of computers in the workplace and covers the history of computers, hardware and software, file management, and systems analysis. The computer practicals use Microsoft Office Professional on an IBM or compatible personal computer for word processing, spreadsheets, databases, and presentations. Students participate in the course over the Internet. (CA, CGA, CPA, ICB, LGMA, PMAC, QAA)

**Prerequisites:** Ability to launch a program, save and load documents in MS Office, access a Website, send email, and navigate in Windows Explorer  
**Note:** This course was formerly numbered CMPT 110. Students with credit for CMPT 110 or equivalent, such as CMPT 108 and 109, may not repeat this course for further credit.

**Equipment Note:** Microsoft Windows 95, 98, 2000, or XP and access to the Internet, Microsoft Office Professional 95, 97, 2000, or XP software (may be purchased at the academic price through UVic's Computer Store) are required.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Dates:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 212****UVIC TECJ 432**

3—UNIV

**Database Concepts**

This course stresses the importance of information as a resource of the total enterprise and shows how information is stored and manipulated. The course covers the historical development of data files and databases; modelling of data; and database implications on operations, control, and planning for the organization. Students also gain experience in designing, building, and using a database on a microcomputer using Microsoft Access. (ICB)

**Prerequisites:** CMPT 150 or 110, or equivalent

**Equipment Note:** Microsoft Windows 95, 98, 2000, or XP and access to the Internet, Microsoft Office Professional 95, 97, 2000, or XP software (may be purchased at the academic price through UVic's Computer Store) are required.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 215****UVIC TECB 401**

3—UNIV

**Systems Analysis and Design I**

This course introduces students to the process of, and the tools required for, developing computerized information systems in today's organizations. The course covers the important functions of systems planning, analysis, design, and implementation and includes an overview of current methodologies and tools, such as information engineering, data modelling, and object-oriented analysis. Upon completion of the course, students are expected to be able to design and manage a systems development process to fit a particular organization and system's size, complexity, scope, and organizational climate. (CA, CGA, CMA)

**Prerequisites:** CMPT 110 or 150, or equivalent

**Note:** Students with credit for CMPT 213 or BUSM 362 may not take this course for further credit.

**Equipment Note:** Access to the Internet is required. Printer for producing printed copies of assignments is recommended.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 231****UVIC TECJ 230**

3—UNIV

**Web Design and Management**

This course covers the core technologies of Websites in depth, while introducing Web design theory and management issues related to running a large Website. Some of the many tools and services at the Web designer's disposal are investigated.

**Prerequisites:** CMPT 110 or 150, or equivalent experience

**Equipment Note:** Access to the Internet is required. Students are expected to be comfortable downloading and installing software.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 300** **UVIC TECJ 420**

3—UNIV

**Networks and Network Management**

This course focuses on local area networks (LANs), including LAN technology and architecture, interconnectivity, and LAN management issues in the context of implementation, management, and day-to-day operation.

**Prerequisites:** CMPT 110 or 150, or equivalent

**Equipment Note:** Access to the Internet and installed CD-ROM are required.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 315** **UVIC TECJ 315**

3—UNIV

**Relational Database Management Systems**

This course provides an understanding of the design, creation, maintenance, and management of a database using the Oracle Relational Database Management System (RDBMS). Students learn how to create and access data in a relational database using Structured Query Language (SQL), the basic programming language used by most large relational database management systems. Students are introduced to the Oracle SQL Plus interface. Database administration topics covered include maintaining data integrity, controlling security, and managing users.

**Prerequisites:** CMPT 150 or 110, and CMPT 212, or equivalent experience

**Equipment Note:** Access to the Internet and installed CD-ROM drive are required. Text includes an evaluation copy of Oracle Personal Edition software. Students are not to install software prior to the course start date, and are to contact UVic for more details.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 350** **UVIC TECJ 450**

3—UNIV

**Systems Analysis and Design II**

This course explores the changing nature of information systems. Object-oriented methods are discussed and students get experience using CASE tools to gain a more in-depth understanding of systems development. Students develop and enhance their analytical and critical skills, which can then be applied to systems problems.

**Prerequisites:** CMPT 215 or equivalent experience

**Equipment Note:** Access to the Internet is required. Students are required to purchase Ascent CASE tool software from [knowledgebase.server101.com](http://knowledgebase.server101.com) (credit card required).

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 407** **UVIC TECJ 410**

3—UNIV

**Project Management**

This course covers the technical tools needed to plan, manage, and track the performance of a project. Students learn the role of the project manager, their own management styles, the art of delegation, how to obtain commitment from others, and how to develop explicit work objectives for team members. Case studies involving microcomputer software are included.

**Prerequisites:** CMPT 110 or 150, or equivalent

**Equipment Note:** Access to the Internet and installed CD-ROM are required. Text includes an evaluation copy of MS-Project.

**Special Arrangements:** Texts, binders, and other required course materials are purchased from UVic's Bookstore using an order form mailed to registered students by UVic shortly after registration. Cost of materials is not included in the tuition.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CMPT 412** **UVIC TECB 402**

3—UNIV

**Human Side of Information Systems**

This course addresses the impact of computer-based systems on our culture and looks at the sensitive issues raised by the introduction of information technology and systems in society. The course includes discussions on privacy, security, confidentiality, human factors, and issues in education. (ICB)

**Prerequisites:** CMPT 110 or 150, or equivalent

**Equipment Note:** Access to the Internet is required.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**CNPS 300, 301, 302, 303, 304 are part of OLA's Career Practitioner Certificate program (page 65) and are coordinated by OLA's Burnaby Skills Centre and Salmon Arm Community Career Centre. For information on course start dates, completion times, tuition, and other details, contact the Burnaby Skills Centre or the Salmon Arm Community Career Centre (refer to page 65 for contact information).**

### CNPS 300 (PD)



6—UNIV

#### Career and Employment Counselling

This course is designed for career practitioners and employment counsellors who want to improve their career or employment counselling skills as well as their knowledge of career counselling theories. Students learn and apply fundamental counselling theories and the problem-solving process of employment counselling. A general overview of several career development models, counselling theories, and decision-making approaches is offered. The course includes computer conferencing, audio-conferencing, independent study, and classroom sessions.  
**Prerequisites:** Employed in or actively engaged in the field of career or employment counselling

### CNPS 301 (PD)



3—UNIV

#### Individual Employment Counselling

This course follows CNPS 300 and focuses on the key concerns, strategies, tools, and practice required of employment counsellors to effectively assist clients in attaining self-management in the labour market. The course includes computer conferencing, audio-conferencing, independent study, and two weekend classroom sessions (Friday evening, Saturday, and Sunday).  
**Prerequisites:** CNPS 300 or equivalent in relevant education and experience

### CNPS 302 (PD)

1—UNIV

#### Building an Active Engagement Counselling Culture

This course is designed as an overview of some of the key principles of active engagement. These principles include emphasis on imagination, creativity, and flexibility embedded within a more active communications approach. The active-engagement approach extends client-centred and cognitive behavioural theory and methods. Traditional conventions are challenged along with some of the dynamics underlying the help relationship. The course is presented over two days.

**Prerequisites:** Employed in or actively engaged in the field of career or employment counselling

### CNPS 303 (PD)



3—UNIV

#### Making Career Sense of Labour Market Information

This online course provides students with an opportunity to consider and address how labour market information can be used effectively to support individuals in their career and employment transition. Topics covered include identifying elements of the labour market and labour market trends; classification systems; the purpose of classifying occupations; how the labour market relates to personal and professional experience; industrial shifts; occupational forecasts; creating a career path; occupational mobility; how to assist clients in developing occupational research skills; generic employability skills needed in the labour market; skill types for non-standard work; the role of the career practitioner/counsellor; sources of labour market information; education and training structures that support the labour market; education and training options; developing client action plans.  
**Prerequisites:** Employed in or actively engaged in the field of career or employment counselling

### CNPS 304 (PD)

1—UNIV

#### Exploring Career Crossroads

This course focuses on various career exploration methods that facilitate the decision-making process when career choices are at a crossroads. Working conditions today create a context where people are repeatedly facing job changes. The course identifies methods of helping clients explore current career options and make effective career decisions through action planning. This course is presented as a two-day workshop and is normally scheduled for Friday and Saturday.

**Prerequisites:** Employed in or actively engaged in the field of career or employment counselling

### CNPS 363

### UBC CNPS 363



3—UNIV

#### Career Counselling

This is a critical survey of career counselling theory and practice. The course reviews the major theories of career choice. Developmental issues, transition points, and counselling strategies associated with the theories particular to the clients in career counselling are addressed.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered EDUC 363. Students with credit for EDUC 363 may not repeat this course for further credit.

**Equipment Note:** Access to the Internet and email is required.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

■ Courses delivered by OLA are indicated by the red course code.

**CNPS 364****UBC CNPS 364**

3—UNIV

**Family Education and Consultation**

This course is an examination of current theories and practices in family education and consultation.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

**CNPS 365****UBC CNPS 365**

3—UNIV

**Introduction to Theories of Counselling**

This course is an overview of selected theories of counselling.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered EDUC 429 and EDUC 365. Students with credit for EDUC 429 or EDUC 365 may not repeat this course for further credit.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

**CNPS 426****UBC CNPS 426**

6—UNIV

**The Role of the Teacher in Guidance**

This course is designed to assist the teacher in understanding and using guidance techniques for day-to-day use in the classroom. The emphasis is on techniques for working with people toward better self-understanding and better perspectives of alternatives.

**Prerequisites:** 60 credits

**Note:** Students with credit for EDUC 425 may not take this course for further credit. This course was formerly numbered EDUC 426. Students with credit for EDUC 426 may not repeat this course for further credit.

**Equipment Note:** Access to the Internet and email is required.

**Start Date:** September. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 26 weeks

**CNPS 427****UBC CNPS 427**

3—UNIV

**Guidance: Planning and Decision Making**

This course examines the work of the beginning counsellor and guidance worker in assisting students with educational, vocational, and personal planning and decision making.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks September or January start date; 6 weeks May start date

**CNPS 433****UBC CNPS 433**

3—UNIV

**The Personal and Social Development of the Adult**

This course explores personal and social adjustment issues for professional counsellors; basic skills necessary for effective group counselling.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CNST 210****SFU CNS 210**

3—UNIV

**Foundations of Canadian Culture**

This course is an introductory study of Canada that uses a variety of disciplinary methods to understand and assess Canada's unique culture. The course draws on material from history, law, literature, politics, sociology, and the fine arts in order to explore regional diversity, national needs, and the nature of Canada as a bilingual and multicultural state.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CNST 280****SFU CNS 280**

3—UNIV

**Canadian Political Economy**

This course is an introductory study of Canada's political economy that stresses the interrelated nature of Canada's economic and political life. It focuses on current economic problems and policies, taking into account geographical, historical, and political environments. Topics include resource and industrial structures, research and development, the public sector, fiscal and monetary policy, the role of the state, trade and foreign ownership, energy, regional disparity, corporate concentration, and the political economy of federalism.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CNST 390****SFU CNS 390**

3—UNIV

**Hockey in Canadian Popular Culture**

This course explores the cultural, social, and economic aspects of Canada's national sport. Specifically, the course looks at hockey as popular culture, hockey cartels, marketing and media, labour-management issues, communities and participation, violence and masculinity, and national symbols and myths.

**Prerequisites:** Minimum 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CNST 490****SFU CNS 490**

5—UNIV

**The Canadian Intellectual Tradition**

This course examines some of the major forces that have shaped and continue to shape Canadian thought, expression, and society. Materials and theories are drawn from historiography, history, philosophy, religion, politics, political economy, policy studies, literature, art, and sport.

**Prerequisites:** Minimum 60 credits

**Note:** Students are advised to consult the instructor and/or the department before registering.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CPSC 110** **SFU CMPT 110**



3—UNIV

**Event-Driven Programming in Visual Basic**

This course introduces programming in the event-driven paradigm using the Visual Basic language. Topics include forms, controls, events, menus, objects; subprograms, modular design, decisions, and repetition; file and data management; and special features.

**Prerequisites:** BC Math 12 (or equivalent) or MATH 100 or 103 (SFU MATH 110)

**Note:** Students with credit for or currently registered in a computer science course at the 200 level or higher may not take this course for further credit except with permission of the department.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CPSC 165** **SFU CMPT 165**



3—UNIV

**Introduction to Multimedia and the Internet**

This course examines the concepts underlying the use of multimedia and the Internet and how it affects society. Students attain some basic skills in the use of computers for multimedia applications, including graphics, text processing, HTML, and some programming.

**Prerequisites:** None

**Note:** Students with credit for or currently registered in a computing science course at the 200 level or higher, or with credit for SFU CMPT 118 may not take this course for further credit.

**Equipment Note:** This course is delivered online using a computer conferencing system called WebCT.

Access to a computer with modem is required. For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 101** **SFU CRIM 101**

3—UNIV

**Introduction to Criminology**

Topics include examinations of different terms and concepts commonly used in criminology, such as crime, delinquency, deviance, criminal, victim, rehabilitation, and treatment; criminology as a body of knowledge and as a profession; position and subject matter of criminology; relationship between criminology and other academic disciplines; specificity of criminology; relationship between theory and practice; history and evolution of criminological thought; elements of continuity and discontinuity between classical and modern theories of criminality; levels of explanations in criminology; practical applications of criminology; the foundations of a modern criminal policy.

**Prerequisites:** None

**Note:** This course is a prerequisite for all upper-level criminology courses unless a waiver is granted with the special permission of the School of Criminology.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 104** **SFU CRIM 104**

3—UNIV

**Sociological Explanations of Criminal and Deviant Behaviour**

This course is a survey of some major sociological perspectives on crime and deviance that cover both mainstream and critical theories. These include anomie; neutralization; control; group conflict; subcultural, ecological, functionalist, and critical theories.

The course includes a critical analysis of the assumptions upon which each theory is based and examines the similarities and differences between and among the various explanations.

**Prerequisites:** SOCI 102 or 150 is recommended.

**Note:** Students with credit for SFU SOCI 450 or 451 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 131** **SFU CRIM 131**



3—UNIV

**Introduction to the Criminal Justice System: A Total System Approach**

This course is an introductory analysis of the structure and operation of the Canadian criminal justice system. It examines the patterns of crime and victimization; police operations, discretion, and decision making; the criminal courts including sentencing; the corrections system including correctional institutions and community-based models; the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also explored.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 135** **SFU CRIM 135**  
3—UNIV

**Introduction to Canadian Law and Legal Institutions: A Criminal Justice Perspective**

This course is a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. It prepares students for those law and law-related courses offered within the School of Criminology and considers the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. The course also considers the nature of legal reasoning, the doctrine of precedent, and principles of statutory interpretation; introduces the fields of contract, torts, administrative law, and family law; and examines the process of law reform in Canada.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 213** **SFU CRIM 213**  
  3—UNIV

**Introduction to Women and Criminal Justice**

This course offers a historical and an analytical overview of the female offender, taking into account the function of gender in both criminality and social responses to crime. Specific emphasis is given to feminist theories. Attention focuses on the specific crimes for which girls and women are most often convicted and on patterns of control and punishment.

**Prerequisites:** Any CRIM 100-level course

**Special Arrangements:** Teleconferencing may be a required component.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 220** **SFU CRIM 220**  
3—UNIV

**Research Methods in Criminology**

This course is designed as an introduction to criminological research and is intended to develop the student's research and analytical skills. Specifically, the course focuses on the theory of inquiry; the logic, reality, and structure of criminological inquiry; and criminological data analysis and reporting.

**Prerequisites:** Any CRIM 100-level course is recommended.

**Note:** Students with credit for SFU CRIM 120 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 230** **SFU CRIM 230**  
3—UNIV

**Criminal Law**

This course examines the nature, purpose, scope, sources, and basic principles of criminal law. It includes the study of certain fundamental legal concepts such as mens rea, negligence, and strict liability; analysis of the concept of criminal responsibility in Canada; critical examination of the legislative policies expressed in the Criminal Code; study of the basic elements of a criminal offence; an examination of the legal principles relating to specific crimes and to major defences; impact of Canadian Charter of Rights and Freedoms on the criminal law.

**Prerequisites:** CRIM 135

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 241** **SFU CRIM 241**  
  3—UNIV

**Introduction to Corrections**


This course is an examination of the organization, structure, and operation of contemporary Canadian corrections. It considers the history and development of provincial and federal correctional systems; the role of sentencing in the correctional process and alternatives to confinement; the social organization of correctional institutions, including the inmates, correctional officers, correctional treatment staff, and administrators; parole board decision making and the issues surrounding the re-entry of offenders into the community; community-based corrections programs and outcomes.

**Prerequisites:** CRIM 131

**Special Arrangements:** Students may be required to participate in scheduled teletutorials.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 251** **SFU CRIM 251**  
 3—UNIV

**Introduction to Policing**

This course is an examination of the organization and operation of contemporary Canadian policing. Consideration is given to the history and development of policing in Canada, the role of the police in Canadian society, and the police occupation including recruitment and training. Topics also include police decision making and the exercise of discretion, police powers, and structures of accountability; managing the police organization; police-community relations and crime prevention initiatives.

**Prerequisites:** CRIM 131

**Note:** Students with credit for SFU CRIM 151 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks



**CRIM 311**                      **SFU CRIM 311**  
3—UNIV

**Minorities and the Criminal Justice System**

This course analyzes the political, economic, and ethnic minorities and their relationship with the criminal justice system. It is a critical analysis of possible discordance, disharmony, or conflict between ethnic minorities, such as Native Indians, Inuit, Métis, Doukhobors, and others, and the legal and social norms of the “host” majority. The course also discusses women and the criminal justice system.

**Prerequisites:** One of CRIM 100, 101, or 102

**Note:** This course was formerly numbered CRIM 411. Students with credit for CRIM 411 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 312**                      **SFU CRIM 312**  
3—UNIV

**Criminological Perspectives on Social Problems**

This course provides a detailed study of the forms of deviance that have been commonly defined as constituting “social problems.” It considers drug abuse (alcohol, nicotine, heroin, and others), suicide, prostitution, obscenity, gambling, and abortion, and discusses present legislative policy and the relationship between these activities and the criminal justice system.

**Prerequisites:** One of CRIM 100, 101, or 102

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 330**                      **SFU CRIM 330**  
3—UNIV

**Criminal Procedure and Evidence**

This course is a critical examination of selected topics in criminal procedure and evidence including jurisdiction, police powers of search and seizure, the right to counsel and pre-trial, and trial procedures. It briefly surveys the system of rules and standards by means of which the admissibility of evidence is determined and closely examines the Charter of Rights and Freedoms and its impact on criminal procedure and evidence.

**Prerequisites:** One of CRIM 100, 101, or 102; CRIM 230

**Note:** This course was formerly numbered CRIM 430. Students with credit for CRIM 430 may not repeat this course for further credit.

**Special Arrangements:** Teleconferencing may be a required component.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 331**                      **SFU CRIM 331**  
3—UNIV

**Advanced Criminal Law**

An extension of CRIM 230, this course examines Canadian criminal law in greater depth as well as in comparison with other jurisdictions. Areas examined include sexual offences, public order offences, mental disorder and the criminal process, property offences, etc.

**Prerequisites:** One of CRIM 100, 101, or 102; CRIM 230

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 332**                      **SFU CRIM 332**  
3—UNIV



**Sociology of Law**

This course is an introduction to the theory of sociology of law. Areas examined include law and social structure; law as a product of a social system and as an instrument of social change; social functions of the law; relationship between law and the structure and function of various other social institutions; the process of law making; process by which various interests become translated into legal rules; social reality of the law; law in action; social sciences findings into the operation and practice of the law; critical and feminist perspectives on law; public knowledge, public awareness, public opinions, and attitudes to the law, sanctions, and the criminal justice system.

**Prerequisites:** One of CRIM 100, 101, or 102; CRIM 135

**Note:** Students with credit for SFU CRIM 132 may not take this course for further credit.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 343**                      **SFU CRIM 343**  
3—UNIV

**Correctional Practice**

This is an in-depth consideration of the range of factors influencing contemporary correctional practice.

Topics include the fundamental tension between the interests of offenders and the requirements of those managing correctional programs; the context provided by underlying theoretical assumptions about correctional practice and by influences such as public perceptions, politics, and the economy.

**Prerequisites:** One of CRIM 100, 101, or 102. CRIM 241 is recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 413****SFU CRIM 413**

3—UNIV

**Terrorism**

This course considers the nature, extent, and basis of terrorism as an official crime throughout the world and examines its impact upon criminal justice systems. Theoretical explanation in a comparative perspective is employed to examine the impact of terrorism on various countries and the response of governments to it.

**Prerequisites:** One of CRIM 100, 101, or 102

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CRIM 432****SFU CRIM 432**

3—UNIV

**Gender in the Courts and the Legal Profession**

This course examines women's struggles to gain admittance to the legal profession and the barriers that may still prevent them from participating equally in the profession today. The gendered nature of law is addressed through an examination of its underlying factual assumptions and the use of social science research as evidence in equality litigation. The use of the Canadian Charter of Rights and Freedoms, human rights legislation, and other legal means to achieve gender equality through the legal system in the areas of work, employment, and pay equity, and compensatory schemes for personal injuries are also examined.

**Prerequisites:** CRIM 330

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Special Arrangements:** Teleconferencing may be a required component.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 201****UVIC CYC 201**

3—UNIV

**Introduction to Professional Child and Youth Care**

This course presents an overview of the child and youth care field. Content includes a survey of the history of the profession and the role of the child and youth care practitioner across a broad spectrum of settings.

**Prerequisites:** None

**Note:** When registering for this course, choose phone or online for instructional support and student interaction.

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, texts, a readings package, and videos, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to the instructor includes email, weekly office hours, three individual phone contacts by instructors to students, and one small-group teleconference. Three written assignments are the basis for student evaluation.

**Registration Deadline:** November 15

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 202****UVIC CYC 200A**

3—UNIV

**Theoretical Foundations in Child and Youth Care**

This course demonstrates how theory affects practice. Three theoretical approaches to behaviour changes are introduced: behavioural, psychodynamic, and systemic. These are grounded in multicultural, feminist, and normative developmental perspectives.

**Prerequisites:** None

**Note:** When registering for this course, choose phone or online for instructional support and student interaction.

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a readings package, and a text, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to the instructor includes email, weekly office hours, and three individual phone contacts by instructors to students. Three written assignments are the basis for student evaluation.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 203****UVIC CYC 200B**

3—UNIV

**Professional Foundations for Child and Youth Care**

This course explores the foundations of child and youth care professional practice through an examination of the issues surrounding professional identity, ethical practice, and the interdisciplinary team approach. Students acquire the skills for professional communication and teamwork, both oral and written, throughout the course.

**Prerequisites:** None

**Note:** When registering for this course, choose phone or online for instructional support and student interaction.

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a text, and a video, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to the instructor includes email, weekly office hours, three individual phone contacts by instructors to students, and one small-group teleconference. The basis for student evaluation includes three written assignments.

**Registration Deadline:** November 15

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 252****UVIC CYC 252**

6—UNIV

**Fundamentals of Change in Child and Youth Care Practice**

This course focuses on facilitating purposive change in the lives of children and youth involved in a broad spectrum of group care and community-based settings. Students explore the use of communication skills, helping strategies, and the development of therapeutic relationships in relation to the development of self and core elements of child and youth care practice.

**Prerequisites:** None

**Equipment Note:** Access to video recording equipment is required (can be rented).

**Special Arrangements:** Course components include a twenty-six-week guided study and coursebook print package, a readings package, a video, and texts, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Students require one or more learning partners. (Names of classmates are provided at the beginning of the course.) Access to the instructor includes email, weekly office hours, and seven individual phone contacts by instructors to students. The basis for student evaluation includes two written assignments and three videotaped assignments with written critiques.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 26 weeks

**CYCA 260\*/360\*/460\*****UVIC CYC 260/360/460**

3 or 6—UNIV

**Special Topics in Child and Youth Care**

**Students are required to attend seminars.**

These courses provide an opportunity to examine selected current issues in child and youth care and are offered at various times throughout the year. These courses are also available for professional development (non-credit).

**Prerequisites:** CYCA 260\* has no prerequisites. CYCA 360\* requires second-year university standing, or college diploma completion, or permission of the instructor.

CYCA 460\* requires third-year university standing or permission of the instructor.

**Special Arrangements:** Students attend six entire days of seminar at a selected location, either six consecutive days, two three-day weekends, or three two-day weekends.

For seminar dates and location, contact UVic's School of Child and Youth Care, (250) 721-6278.

**Registration Deadline:** TBA

**Start Date:** Varies. Refer to page 9.

**Maximum Completion:** Varies

**\* OLA assigns a unique course number to each special topics course.**

**CYCA 340****UVIC CYC 340**

3—UNIV

**Ethical Decision Making in the Human Services**

**Students are required to attend seminars.**

This course provides a historical basis for ethics, an overview of ethics research, and current professional perspectives on the application of ethics in child and youth care practice. The expectation is that by the end of the course students develop their own ethical decision-making framework and apply it in their current practice. The course is taught using experiential learning strategies in order to ensure an understanding of personal approaches to ethical choice making and a personal commitment to ethical practice.

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a readings package, and a video, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. For seminar dates and location, contact UVic's School of Child and Youth Care at (250) 721-6278. The basis for student evaluation includes two written assignments.

**Registration Deadline:** TBA

**Start Date:** Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 358****UVIC CYC 360**

3—UNIV

**Spirituality in the Care of Children and Youth: Professional and Personal Issues**

**Students are required to attend seminars at UVic.**

This course addresses spirituality and its place in the care of children and youth. Students explore understanding, practice, and experience of spirituality as it relates to cultural sensitivity and as a response to difficulty or crisis. Students also explore the spirituality of the caregiver, and examine aspects of spirituality in caring for children and youth, including the uses of narrative, silence, meditation, reflection, the use of ritual, prayer, creativity, and storytelling. Students examine human spirituality as it is experienced and lived in the lives of children and youth, as part of their maturation and developmental processes. The course is not an overview of religious practices, except as they relate to the course topics.

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Special Arrangements:** Course components include a study guide, a readings package, and texts, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. For seminar dates and location, contact UVic's School of Child and Youth Care at (250) 721-6278.

The basis for student evaluation includes group work, participation, and two written assignments.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 365****UVIC CYC 365**

3—UNIV

**Theory and Practice of the UN Convention on the Rights of the Child**

In this course, students increase their knowledge, skills, and self-awareness on the theory and application of the UN Convention on the Rights of the Child. Students use a “hands-on” approach to understand and apply the convention. Students learn about the convention and its relation to the Canadian Human Rights Framework; understand the role of international agencies, national, provincial, municipal, and treaty bodies in implementing the convention; and synthesize and apply this understanding through practice with children, families, cultures, and communities. A case-study approach is used to critically examine the impact of this document across a range of program settings for children and families. This course is also available for professional development (non-credit).

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a readings package, and a video, which are purchased from UVic’s Bookstore, using an order form available from UVic’s School of Child and Youth Care. Access to the instructor includes email, weekly office hours, three individual phone contacts by instructors to students, and two small-group teleconferences. The basis for student evaluation includes a journal and two written assignments.

**Registration Deadline:** TBA

**Start Date:** Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 366****UVIC CYC 366 S50**

3—UNIV

**Lifespan Development**

The objectives of this course are to introduce students to concepts and models of how human behaviour is acquired, maintained, and modified; and to develop an understanding of normal human development as a knowledge base for practice with children, youth, and families. This course is also available for professional development (non-credit).

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Note:** This course meets the requirements for one of the core developmental psychology courses in Phase II of UVic’s B.A. Program in Child and Youth Care for distance-education students. Students not enrolled in the program are welcome to register in the course.

**Special Arrangements:** Course components include a thirteen-week guided study package and a text, which are purchased from UVic’s Bookstore, using an order form available from UVic’s School of Child and Youth Care. Access to instructor includes email, weekly office hours, three individual phone contacts by instructors to students, and one teleconference. The basis for student evaluation includes two open-book exams and one written assignment.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 371****UVIC CYC 371**

3—UNIV

**Building Caring Partnerships**

This course is designed to provide students with the knowledge and skills necessary to work with families, particularly families with children who have been identified as “at risk.” Building on their awareness of cultural diversity, students use and integrate their knowledge of self, communication skills, ecological perspective, and developmental theory in order to strengthen their abilities to establish and maintain partnerships with families. This course is also available for professional development (non-credit).

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a readings package, and texts, which are purchased from UVic’s Bookstore, using an order form available from UVic’s School of Child and Youth Care. Access to the instructor includes email, weekly office hours, and one small-group teleconference. The basis for student evaluation includes four written assignments.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 13 weeks

**CYCA 373****UVIC CYC 373**

3—UNIV

**Working with Families and Their Communities**

This course examines the interactions among families with infants and toddlers, the practitioners who work with them, and the community in which they all live. The course is fundamentally concerned with the healthy development of infants and toddlers, especially those perceived to be “at risk,” and it concentrates on the roles of practitioners in promoting community support networks that help create healthy family-community interactions. This course is also available for professional development (non-credit).

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, and a readings package, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to the instructor includes email and weekly office hours. The basis for student evaluation includes four written assignments.

**Registration Deadline:** November 15

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 13 weeks

### CYCA 374

### UVIC CYC 374



3—UNIV

#### Promoting Positive Outcomes in Children's Environments

This course, designed for all practitioners who work with young children, explores the relationships between risks, opportunities, and change in their environments. The key premise of the course is the belief that practitioners can respond to situations of risk and promote positive outcomes for young children and their families by supporting healthy development and applying knowledge ethically and skilfully, within the children's environmental contexts.

This course is also available for professional development (non-credit).

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, a readings package, and texts, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to the instructor includes email, weekly office hours, and one individual phone contact by instructors to students. The basis for student evaluation includes four written assignments.

**Registration Deadline:** November 15

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 13 weeks

### EASC 024 (M) (A)



PREP

#### Earth Science

This online course is equivalent to Grade 11 earth science. It introduces geology, oceanography, atmospheric science, and astronomy. Using the Web, students explore galaxies, storm fronts, and earthquakes.

**Prerequisites:** Science 10 or SCIE 010 is recommended.

**Equipment Note:** Access to the Internet is required. Refer to page 83.

**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 36 weeks.

Refer to page 8.

### ECED 336

### UBC ECED 336



3—UNIV

#### History of Early Childhood Education

This course is an examination of political and social factors that have influenced movements and trends in early childhood education in North America, pre-kindergarten through primary.

**Prerequisites:** 60 credits

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### ECED 438

### UBC ECED 438



3—UNIV

#### Observation and Recording

This course considers methods of observing and recording children's behaviour in early childhood settings.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation. Videos may be loaned by UBC's Extension Library.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### ECON 200 (M) (A)



(OPTION)

3—UNIV

#### Principles of Microeconomics

This course, which is paired with ECON 201, demonstrates the basic principles of economics and, at the same time, provides practice in applying economic analysis to current Canadian problems. Microeconomics focuses on individual economic units—consumers and business organizations. It examines how purchase decisions by consumers and production decisions by producers determine prices and quantities sold. Similarly, it shows how decisions by employers and workers interact to determine wages and employment.

These principles are applied to a wide variety of economic issues and problems, including price and rent controls, exchange rates and international trade, collective bargaining, poverty, and income inequality. (AI, CA, CGA, CHA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA, REIC)

**Prerequisites:** None

**Note:** Only one of ADMN 310 and ECON 200 may be taken for credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

- Courses delivered by OLA are indicated by the red course code.

**ECON 201 (M) (A)**

(OPTION)

3—UNIV

**Principles of Macroeconomics**

This course builds on the principles of economics taught in ECON 200 and examines the overall behaviour of the Canadian economy. Whereas microeconomics focuses on individual decision makers (consumers, producers, workers, employers), macroeconomics deals with broad economic aggregates such as national income; the overall level of prices, employment, and unemployment; and the money supply. Topics covered include the meaning and measurement of gross national product, business cycles, the effects of government expenditure and taxation, causes of inflation and unemployment, and international trade and the balance of payments. (AI, CA, CGA, CIM, CMA, CUIC, ICB, LGMA, PMAC, QAA)

**Prerequisites:** None. ECON 200, or equivalent skills and knowledge, is recommended.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ECON 310 (M) (A)**

3—UNIV

**Economic and Business Statistics**

This course emphasizes the application of statistical methods to problems in economics and business. The topics covered include hypothesis testing, regression and correlation analysis, time-series analysis, and decision theory. (CA, CGA, CMA, ICB, PMAC)

**Prerequisites:** MATH 104 and STAT 102, or equivalent skills and knowledge

**Note:** This course was formerly numbered ECON 410. Students with credit for ECON 410 may not repeat this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ECON 350 (M) (A)**

3—UNIV

**Managerial Economics**

This course is designed to provide the theory, concepts, tools, and techniques for economic decision making by managers under the conditions of risk and uncertainty faced by business firms and other institutions. Demand, cost, and pricing decisions are emphasized. Topics include decision-making criteria and procedures, demand and cost theory and estimation, pricing theory and practice (including price positioning), pricing new products, and competitive bids and price quotes. (ICB, PMAC)

**Prerequisites:** ECON 200 and MATH 104, or equivalent skills and knowledge

**Note:** This course was formerly numbered ECON 450. Students with credit for ECON 450 may not repeat this course for further credit.

**Equipment Note:** Calculator is required, preferably one that has several memories and can do square roots, logarithms, correlation (or regression) analysis, and financial analysis (such as present values and the internal rate of return).

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**EDCI 396****UBC EDCI 396A**

3—UNIV

**Curriculum Development and Evaluation**

This course discusses practical and conceptual issues of developing and evaluating elementary and/or secondary school curricula in relation to concurrent classroom pre-service or in-service experience.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered EDUC 452. Students with credit for EDUC 452 may not repeat this course for further credit.

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDCI 398****UBC EDCI 396C**

3—UNIV

**Curriculum Development and Evaluation (Ramp Up to the Information Highway)**

This online course investigates emerging technologies with the support of a tutor. Students explore the use of the Web, Internet resources, presentation, and graphics applications to enhance their learning.

**Prerequisites:** 60 credits

**Equipment Note:** Access to the Internet is required.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDCP 010 (M)**

PREP

**Intermediate Education and Career Planning**

This intermediate-level PREP course equips adult students with life, education, and employment-readiness skills. Topics covered include career interests, goal setting, managing stress, interpersonal skills, and study skills.

**Prerequisites:** English 9 or 10 or ENGL 010 or 012 (may be taken concurrently)

**Note:** Students should register in only one of EDCP 010 or 030.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**EDCP 030 (M)**

PREP

**Provincial Education and Career Planning**

This provincial-level PREP course emphasizes communication skills, time management, study skills and education planning, and career exploration skills.

**Prerequisites:** ENGL 024 or 028 or English 11, or equivalent skills

**Note:** Students should register in only one of EDCP 010 or 030 as this course covers much of the same material as EDCP 010.

**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**EDST 426** **UBC EDST 426**



3—UNIV

**History of Education**

This course examines selected topics in the history of Canadian and British Columbian education and looks at the relationships between historical development and current educational policy.

**Prerequisites:** 60 credits, subject to availability

**Note:** Students with credit for UBC EDST 430 may not take this course for further credit.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDST 428** **UBC EDST 428**



3—UNIV

**The Social Foundations of Education**

This course is an application of the social sciences to the study of education.

**Prerequisites:** 60 credits, subject to availability

**Note:** Students may take both EDST 426 and 428 to fulfill various degree and certificate requirements. Students with credit for UBC EDST 430 may not take this course for further credit.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

■ Courses delivered by OLA are indicated by the red course code.

**EDUC 220** **SFU EDUC 220**



3—UNIV

**Introduction to Educational Psychology**

This course surveys educational research and theories concerning motivation, learning, development, and individual differences in classroom settings.

**Prerequisites:** None

**Note:** This course may be applied toward the Certificate in Liberal Arts or the minor in educational psychology offered through SFU. Only one of EDUC 220 and EPSE 301 may be taken for credit.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 222** **SFU EDUC 222**

3—UNIV

**Research Methods in Educational Psychology**

This course consists of laboratory experiences and exercises in educational psychology.

**Corequisite:** EDUC 220

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 230** **SFU EDUC 230**



3—UNIV

**Introduction to Philosophy of Education**

This course provides prospective teachers and others interested in education with an opportunity to examine a variety of educational problems from a philosophical perspective. The central concern of the course is to elucidate the nature of education as a phenomenon distinct from activities such as training, schooling, and socialization.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Prerequisites:** None

**Note:** This course may be applied toward the Certificate in Liberal Arts (offered through SFU).

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 325** **SFU EDUC 325**

3—UNIV

**Assessment for Classroom Teaching**

This course provides students with an overview of testing procedures used in the schools. Students learn how to judge the appropriateness of testing procedures for a specific student or group of students, to interpret scores, to discern biases and inadequacies, and to monitor common abuses of tests. Students have hands-on experiences with a variety of testing procedures.

**Prerequisites:** EDUC 220

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 326** **SFU EDUC 326**

3—UNIV

**Classroom Management and Discipline**

This course is an examination of contemporary approaches to classroom management and discipline, including a consideration of legal, organizational, and administrative issues. The major goal of the course is to enable students to comprehend the basic principles and tenets of a number of management approaches and to translate these principles into specific teaching strategies and skills.

**Prerequisites:** SFU EDUC 401 and 402, or one of SFU EDUC 100, 220, 230, or 240

**Note:** This course may be applied toward a minor in educational psychology.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 351**      **SFU EDUC 351**

3—UNIV

**Teaching the Older Adult**

This is a basic course in adult education for students from all disciplines, of particular interest to those working (or preparing to work) with older adults. The goal is to assist students to develop more effective strategies for meeting the needs of an aging population through education.

**Prerequisites:** 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 364**      **UVIC EDCI 339**

3—UNIV

**Educational Applications of the Internet and Networking Systems**

This course explores the nature of the Internet as an educational tool, critical evaluation of Internet resources and use in education, Internet access and utilization methods, Web page evaluation and construction, and interactive use of Internet-based education. Internet access is required as all materials, student discussions, projects, and student-instructor communications are provided on the World Wide Web.

**Prerequisites:** None

**Note:** This course was formerly numbered UVIC ED-B 363.

**Equipment Note:** Access to the Internet, email, and HTML editor (for making Web pages) are required. Netscape Composer (available with Netscape 4.0 and later) is recommended if student has not previously made Web pages. The ability to run Real Audio is preferred but not required. Netscape 3.0 or higher or Internet Explorer 4.0 or higher is required to access online activities. Students may test their equipment's ability to handle the Web board at a test site at <http://online.uvcs.uvic.ca/~eductest>

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 412**      **SFU EDUC 412**

4—UNIV

**Designs for Learning: Secondary Language Arts**

This course is for secondary teachers of English who teach language arts. The course has been designed with the belief that in order to teach language arts, one must read and write and think with reasoned passion. The course objective is to improve the student's chances for having an educated imagination and passing on this gift to their students. Students are required to do extensive reading, writing, and thinking in a very structured and interactive setting. Because the interactive nature of this course is so important, students are required to do much of the coursework through computer conferencing. The course is useful for secondary teachers, librarians, parents, students, student teachers—anyone involved in the teaching of language arts at the secondary level.

**Prerequisites:** SFU EDUC 401 and 402, or equivalent

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 414**      **SFU EDUC 414**

4—UNIV

**Designs for Learning: Secondary Social Sciences**

This course explores many techniques for promoting and assessing the goals of social studies with elementary and secondary students. The course stresses the importance of building a coherent design or vision to guide a social studies program, and it emphasizes active student learning—helping each student make sense of her/his social world—as opposed to teacher delivery of a prescribed mass of content. The course addresses developing a coherent learner-focused social studies program, examines strategies for successful teaching, and discusses how to implement a successful social studies program.

**Prerequisites:** SFU EDUC 401 and 402, or equivalent

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 422**      **SFU EDUC 422**

4—UNIV

**Learning Disabilities**

This course is both a study of the conceptual and historic foundations of learning disabilities and an introduction to the methodologies of diagnosis and remediation of learning disabilities.

**Prerequisites:** 60 credits and EDUC 220

**Note:** This course may be applied toward the minor in educational psychology, the minor in early childhood education, the minor in learning disabilities, or the Certificate in Literacy Instruction (offered through SFU).

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 425**      **SFU EDUC 425**

4—UNIV

**School Counselling for the Classroom Teacher**

This course is intended for senior students or practising teachers who wish to explore the area of school counselling and develop some counselling skills that can be used within a classroom setting. A combination of study notes and course readings is used as a means for exploring such areas as the role of the school counsellor, school counselling systems, vocational decision making, standardized testing, communication skills, and "affective" development.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent); EDUC 220, or PSYC 106 and 107 (SFU PSYC 100 and 102), or PSYC 101 and 102

**Note:** Students with credit for CNPS 426 (formerly EDUC 426) may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks



**EDUC 433**      **SFU EDUC 433**

4—UNIV

**Philosophical Issues in Curriculum**

This course examines fundamental philosophical issues involved in designing, evaluating, or changing educational curricula. Topics include the nature and justification of educational curriculum; the components of a rational curriculum; the nature of knowledge and its differentiation; curriculum integration; and the education of the emotions. It also deals with such current issues as the place of “behavioural objectives” in education, the “hidden curriculum,” and the sociology of knowledge.

**Prerequisites:** 60 credits**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.**Maximum Completion:** 13 weeks**EDUC 440**      **UVIC ED-D 440**

3—UNIV

**Teaching and Learning in Personal Planning (PP) and Career and Personal Planning (CAPP)**

Students gain an understanding of the history, rationale, and key components of PP and CAPP, including current practices and new approaches to teaching and learning in the PP/CAPP classroom. Other topics include the teacher as reflective practitioner and strategies to handle sensitive issues in the classroom.

Activities in the course are practical and interactive in nature. Students explore the concept of PP/CAPP organizers, look at the impact of the curriculum on the surrounding community, and develop skills to implement the curriculum within work settings. The course is delivered through a combination of print resources and online discussion using a computer.

**Prerequisites:** Professional year**Equipment Note:** Access to the Internet and email is required.**Start Date:** September. Registration deadline applies. Refer to page 9.**Maximum Completion:** 13 weeks**EDUC 442**      **UVIC ED-D 441**

3—UNIV

**Approaches to Instruction and Assessment in Personal Planning (PP) and Career and Personal Planning (CAPP)**

This course covers theory and practice of criterion-based assessment and evaluation in PP/CAPP. Models of delivery, collaborative consultation, accessing resources, planning and evaluation in the affective domain, criterion-referenced assessment, and reporting practices are covered. The course is delivered through a combination of print resources and online discussion using a computer.

**Prerequisites:** Professional year**Note:** This course may also be applied to the diploma program.**Equipment Note:** Access to the Internet and email is required.**Start Date:** January. Registration deadline applies. Refer to page 9.**Maximum Completion:** 13 weeks**EDUC 443**      **UVIC EDCI 446**

6—UNIV

**Literacy Strategies for Supporting Struggling Learners**

This course covers classroom diagnosis and treatment of reading difficulties; prevention of reading disabilities; corrective classroom procedures. Students become familiar with materials and procedures for the correction of various types of reading disabilities. The course is useful to the classroom teacher and to the reading specialist.

**Prerequisites:** Professional year**Note:** This course was formerly numbered UVIC ED-B 442.**Equipment Note:** Access to the Internet and email is required.**Start Date:** September. Registration deadline applies. Refer to page 9.**Maximum Completion:** 26 weeks**EDUC 444**      **UVIC EDCI 458**

3—UNIV

**Mathematics Instruction in the Elementary School**

This course examines teaching strategies, classroom organization, learning activities and settings, evaluation procedures, reporting, and instructional materials—their function and use. The components of this course accommodate the framework and goals of the BC Mathematics K–7 Integrated Resource Package 1995, which is based on The Common Curriculum Framework for the territories and provinces in Western Canada.

**Prerequisites:** Professional year**Note:** This course was formerly numbered UVIC ED-E 444.**Start Date:** September. Registration deadline applies. Refer to page 9.**Maximum Completion:** 13 weeks**EDUC 445**      **SFU EDUC 445**

4—UNIV

**Legal Context of Teaching**

This online course is designed to provide education students, teachers, counsellors, and school administrators with a comprehensive understanding of the legal issues and potential legal liabilities encountered in the BC public school system. Special attention is devoted to the legal dimensions and consequences of routine classroom and administrative activity. Topics include sexual abuse by school board employees, negligence and supervision, private lifestyles and community standards, discipline and corporal punishment, sexual harassment in the workplace, responsibility for curriculum fulfillment, liability outside school hours, and the AIDS controversy.

**Prerequisites:** 60 credits**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.**Maximum Completion:** 13 weeks

**EDUC 446****SFU EDUC 446**

4—UNIV

**Law for the Classroom Teacher**

This course provides teachers with the necessary background understanding of the law and legal practices required to teach the law-related dimensions of the BC curricula. The major focus is on the areas of law and legal concepts and procedures included in the secondary Social Studies and Law 12 curricula.

**Prerequisites:** 60 credits

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 447****UVIC ED-D 446A**

3—UNIV

**Career Awareness and Exploration**

This course responds to the needs of educators in the K–12 system and community practitioners involved in the delivery and implementation of career education initiatives for children and youth, and is a required course of UVic's Diploma in Personal Planning and Career and Personal Planning. The course focuses on the foundations of lifelong career education and awareness, skill development, and the planning process. It examines approaches to facilitating personal planning and career exploration with children and youth, issues of personal responsibility, and current perspectives on the labour market.

**Prerequisites:** Professional year

**Equipment Note:** Access to the Internet and email is required. A computer-based Web board is used to communicate with the instructor and to discuss course themes with other students.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 448****UVIC ED-D 446B**

3—UNIV

**Career Development and Planning**

This course responds to the needs of educators in the K–12 system and community practitioners involved in the delivery and implementation of career education initiatives for children and youth. It is a required course of UVic's Diploma in Personal Planning and Career and Personal Planning. The course explores the practical aspects of providing programs for career and life planning. It covers developmental issues and applications, resources and activities to support career development, preparation for employment, work search strategies, work experience, and career technologies as well as career education program planning.

**Prerequisites:** Professional year.

UVIC ED-D 466A is recommended.

**Equipment Note:** Access to the Internet and email is required. A computer-based Web board is used to communicate with the instructor and to discuss course themes with other students.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 449****UVIC ED-D 444**

6—UNIV

**Personal Development K–12**

This course focuses on the content areas of personal development, K–12: healthy living, mental well-being, family life education, child abuse prevention, substance abuse prevention, and safety and injury prevention. Related topics include values awareness education, sensitive issues, and community resources.

**Prerequisites:** Professional year

**Equipment Note:** Access to the Internet and email is required. A computer-based Web board is used to communicate with the instructor and to discuss course themes with other students.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 26 weeks

**EDUC 464****SFU EDUC 464**

4—UNIV

**Early Childhood Education**

This course examines current trends, issues, and research relating to the education of young children.

**Prerequisites:** SFU EDUC 401 and 402 or PSYC 250

**Note:** This course may be applied toward the minor in educational psychology or the minor in early childhood education (offered through SFU).

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 465****SFU EDUC 465**

4—UNIV

**Children's Literature**

This course examines historical, sociological, and literary perspectives on literature for children.

**Prerequisites:** 60 credits

**Note:** EDUC 465 may be applied toward the minor in early childhood education (offered through SFU).

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 467****SFU EDUC 467**

4—UNIV

**Curriculum and Instruction in Teaching English as a Second Language**

In this course, students learn to use English language teaching grammar appropriately, to evaluate and use methods of teaching English as a second language, to do error analysis, and to adapt commercial programs to the specific needs of students. This course is designed for teachers and prospective teachers.

**Prerequisites:** 60 credits and SFU ENGL 370 or a linguistics course

**Note:** EDUC 467 may be applied toward the Certificate in Literacy Instruction or the Post-Baccalaureate Certificate in English as a Second Language (offered through SFU).

**Equipment Note:** Access to the Internet is required.  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**EDUC 469** **SFU EDUC 469**



4—UNIV

**Music Education as Thinking in Sound**

This course focuses on understanding the language of music, both historical and contemporary, and the use of electronic and acoustic instruments in the general music classroom.

**Prerequisites:** 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 472** **SFU EDUC 472**

4—UNIV

**Designs for Learning: Elementary Language Arts**

This course examines planning for learning: creating learning environments and developing teaching strategies and materials. It includes whole language and deals with applications at different levels of schooling.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent year of professional teacher training)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 474** **SFU EDUC 474**



4—UNIV

**Designs for Learning: Elementary Social Studies**

This course familiarizes students with the social studies curriculum in BC and allows them to become adept at a range of practical methods appropriate to teaching this curriculum.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent year of professional teacher training)

**Note:** This course may be applied toward the minor in early childhood education or the minor in environmental education (offered through SFU).

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 475** **SFU EDUC 475**



4—UNIV

**Designs for Learning: Elementary Mathematics**

This is an introductory course to teach school mathematics. Students examine their own mathematical thinking and explore how to reconstruct mathematics to assist children's learning of mathematics.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent year of professional teacher training)

**Note:** This course may be applied toward the minor in early childhood education and the minor in learning disabilities (offered through SFU).

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 484** **UVIC EDCI 459**



3—UNIV

**Diagnosis and Intervention in Mathematics**

This course covers identification of strengths and weaknesses; interview strategies, procedures, and settings; interpretation of error patterns; intervention objectives and strategies.

**Prerequisites:** Professional year  
**Note:** This course was formerly numbered UVIC ED-E 484.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 490** **UVIC ED-D 480**



3—UNIV

**Student Assessment, Evaluation, and Reporting: A Criteria-Referenced Approach**

This course covers the major traditional evaluation topics from the criteria-referenced approach currently required by the BC Ministry of Education. The course examines paper-and-pencil tests, performance testing, products, portfolios, essays, criteria writing, assessment, and grading.

**Prerequisites:** Professional year

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EDUC 495** **SFU EDUC 485**



8—UNIV

**Designs for Learning: Writing**

This course is designed to help students become better teachers of writing. Students are involved in four aspects of teaching writing: teacher as writer, teacher as teacher of writing skills, teacher as researcher, and teacher as developer of curriculum. Techniques for providing effective writing experiences are studied and practised. Students observe, use, and evaluate these techniques. Course content includes:

- Teacher as Writer—writing skills, audience, purpose, writing process, self-evaluation.
- Teaching Writing—research, skill acquisition, self-disclosure, risk and creativity, thought and discipline, evaluation.
- Teacher as Researcher—reflective observation, analysis of data, program evaluation, peer support systems.
- Teacher as Developer of Curriculum—student writing, drama, literature, use of texts.

**Prerequisites:** SFU EDUC 401 and 402 (or equivalent year of professional teacher training)

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 009 (M)**

PREP

**Basic English Skills**

This is a fundamental-level English course for adult students who wish to improve their reading, writing, and spelling abilities. Various forms of writing are used to illustrate writing techniques. These include newspaper and magazine articles as well as short stories. Photographs and cartoons are used for some writing exercises. (Grade 9 equivalency)

**Prerequisites:** None. Students should have their English skills assessed to make sure they start with the course best suited to their needs. Students may request a free English Language and Writing Assessment from Student Services.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 010 (M)**

PREP

**Reading and Writing English**

This course is designed to develop skills as a writer by practising the stages of writing from rough draft, grammar and sentence structure, revising the draft, editing, and final draft. The course covers both narrative and expository writing, with an emphasis on the expository form for both academic and business purposes. (Grade 10 equivalency)

**Prerequisites:** Basic reading and writing skills in English. Students should have their English skills assessed to make sure they start with the course best suited to their needs. Students may request a free English Language and Writing Assessment from Student Services.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

- Courses delivered by OLA are indicated by the red course code.

**ENGL 013 (M)**

PREP

**Studying English**

This course emphasizes vocabulary, grammar, sentence structure and paragraph skills, reading comprehension, and various forms of writing. The course is intended for students who are still refining their ability to write the English language and also for students whose first language is not English. (Grade 10 equivalency)

**Prerequisites:** Grade 9 or equivalent. Completion of an English assessment is recommended (refer to page 4).

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 028 (M) (A)**

(OPTION)

PREP

**Advanced English Skills**

This course emphasizes skills in writing sentences, paragraphs, and short essays. By the end of the course, students are able to write effective application letters and short critical essays about literary selections. (Grade 11 equivalency)

**Prerequisites:** ENGL 010 or 012 or equivalent. Placement can be made on the basis of an English assessment (refer to page 4).

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 030 (M) (A)**

(OPTION)

PREP

**Introduction to Literature**

This course introduces Canadian writers and the different forms of fiction. Students learn to think critically about literature. (Grade 12 English equivalency)

**Prerequisites:** ENGL 028 or English 11. Placement can be made on the basis of an English assessment (refer to page 4).

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 034 (M)**

PREP

**Survey of British Literature**

Through this course students gain an overview of British literature by following its development from the time of the Anglo-Saxons to the modern age. (Grade 12 equivalency)

**Prerequisites:** ENGL 028 or English 11. Placement can be made on the basis of an English assessment (refer to page 4).

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 100 (M) (A)**

(OPTION)

3—UNIV

**Literature and Composition I**

This course covers both composition and literature. It includes a thorough review of basic grammar, punctuation, diction, and writing mechanics; instruction in composing critical essays; and an introduction to modern short stories and novels. The course does not attempt to provide a historical or chronological overview of fiction, but instead examines the general characteristics of fiction, especially that written during the past hundred years. (Drama and poetry are the subjects of ENGL 101, *Literature and Composition II*.)

**Prerequisites:** English 12 or equivalent

**Note:** This course satisfies the first half of the introductory English literature and composition requirement of BCOU degrees. Students with credit for ENGL 102 or 104 may not take this course for further credit. Students with credit for ENGL 100 may not take ENGL 106 or 199 for further credit in some programs.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

### ENGL 101 (M) (A)



(OPTION)

3—UNIV

#### Literature and Composition II

This course is an introduction to poetry and drama. The first half briefly considers figurative language, sounds, and rhythm, using twentieth-century examples, and then looks closely at how a poem is organized, how specific subjects can be treated in a variety of ways, and how thematic patterns emerge. The second half studies three plays, examining the most common techniques of comedy and tragedy and analyzing the plays' dramatic structure, characterization, and theme.

**Prerequisites:** English 12 or equivalent. ENGL 100 (or equivalent) is strongly recommended.

**Note:** This course satisfies the second half of the introductory English literature and composition requirement of BCOU degrees. Students with credit for ENGL 103 or 105 may not take this course for further credit. Students with credit for ENGL 101 may not take ENGL 106 or 199 for further credit in some programs.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### ENGL 102 (M) (A)



3—UNIV

#### Composition and Native Indian Literature I

This course provides an alternative to traditional literature and composition courses; it covers the essentials of grammar, mechanics, and sentence structure, as well as the basic elements of university-level essay writing and literary analysis. The literature studied in the course draws on a wide variety of writings by First Nations authors: stories from oral tradition, autobiographies, speeches and essays, and contemporary short stories.

Also included are audiotaped readings and interviews with many of the authors studied in the course. This course may be of interest to anyone concerned about First Nations issues and literature.

**Prerequisites:** English 12 or equivalent  
**Note:** This course satisfies the first half of the introductory English literature and composition requirement of BCOU degrees. Students with credit for ENGL 100 or 104 may not take this course for further credit. Students with credit for ENGL 102 may not take ENGL 106 or 199 for further credit in some programs.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### ENGL 103 (M)



3—UNIV

#### Composition and Native Indian Literature II

Concentrating on literature written in English by First Nations writers, this course provides an introduction to three major genres of literature: novels, plays, and poetry. Students read short and long novels, one-act and full-length plays, and a wide range of poetry. The course also includes some non-Native literature for comparative purposes. Students listen to taped readings from some of the works and tape-record an oral reading as part of each assignment.

**Prerequisites:** English 12 or equivalent. ENGL 100 or 102 (or equivalent) is strongly recommended.

**Note:** This course satisfies the second half of the introductory English literature and composition requirement of BCOU degrees. Students with credit for ENGL 101 or 105 may not take this course for further credit. Students with credit for ENGL 103 may not take ENGL 106 or 199 for further credit in some programs.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

### ENGL 104

### SFU ENGL 101

3—UNIV

#### Introduction to Fiction

This course examines representative works of literature, selected primarily from the twentieth century. Three of the seven works are Canadian. The main emphasis is on the texts, rather than on the critical theories concerned with fiction. Attention to composition skills is required.

**Prerequisites:** None

**Note:** This course satisfies the first half of the introductory English literature and composition requirement at OLA. Students with credit for ENGL 100 or 102 or equivalent may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### ENGL 105

### SFU ENGL 102

3—UNIV

#### Introduction to Poetry

This is an introductory course; it does not attempt to survey the whole range of English poetry, nor does it discuss any one poet in depth. Its aim is to encourage the student to read more poetry and to read it with greater perception and enjoyment. It should improve the student's skills in analytical discussion. The course examines a selection of twentieth-century poetry from Canada, Britain, and the United States, as well as several earlier poems.

**Prerequisites:** None

**Note:** This course satisfies the second half of the introductory English literature and composition requirement at OLA. Students with credit for ENGL 101 or 103 or equivalents may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 106 (A)**

(OPTION)

3—COL/UNIV

**Written Communication**

This course provides an introduction to writing clear, positive messages and to developing effective writing strategies. It is designed to help students be more proficient at the types of writing they need to do—at home, at school, and in the workplace. Students review spelling and mechanics and write various types of email messages, memos, letters, college essays, and workplace reports. (CIM)

**Prerequisites:** BC English 11 or equivalent

**Note:** Students with credit for ENGL 036, 100, 101, or 199, or equivalent may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 107 (A)**

(OPTION)

3—COL/UNIV

**Business Communication**

This course provides practice in occupational writing, including both correspondence and reports. The first half of the course presents strategies and formats for correspondence with emphasis on employment letters, customer relations letters, and persuasive messages. The second half of the course focuses on report preparation, with practice in writing descriptions, instructions, progress reports, and proposals. (AI, CGA, CIM, CPA, CUIC, LGMA, QAA)

**Prerequisites:** Completion of ENGL 100, 106, 199, or equivalent skills and knowledge as demonstrated by an assessment (refer to page 4)

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 112****SFU ENGL 104**

3—UNIV

**Introduction to Prose Genres**

This course is the literary study of a variety of prose genres, such as the essay, biography, autobiography, travel narrative, and journalistic writings. Works that challenge the boundary between fiction and non-fiction may be included. Students are required to do research outside of course materials.

**Prerequisites:** None

**Note:** Students should consult an OLA program advisor about the applicability of this course to BCOU programs.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 199****SFU ENGL 199**

3—UNIV

**Introduction to University Writing**

This course is an introduction to reading, analysis, and composition central to the understanding and preparation of expository writing required in university studies.

**Prerequisites:** 12 university credits

**Note:** Students with credit for ENGL 109 may not take this course for further credit. Students with credit for ENGL 100, 101, 102, or 103 may not take this course for further credit in some BCOU programs.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 204****SFU ENGL 204**

3—UNIV

**Medieval and Renaissance Literature**

This course includes attention to works from the Old English, Middle English, and Renaissance periods.

**Prerequisites:** Two 100-level English courses

**Note:** Students with credit for ENGL 220 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 210****SFU ENGL 210**

3—UNIV

**Advanced University Writing**

This course is the advanced study of writing in the scholarly genres in a variety of academic disciplines.

**Prerequisites:** ENGL 199 or permission of the department

**Special Arrangements:** Students are required to participate in group work through email and should be aware that this method of communication is unsecured. Students are required to make their own arrangements to obtain an email account and any technical support in this regard.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 220 (M) (A)**

3—UNIV

**English Literature from Chaucer to Milton**

This course is a brief, selective survey of English literature from Chaucer to the late seventeenth century. The reading list is drawn from a list that includes Chaucer's *The Canterbury Tales*, Shakespeare's *Antony and Cleopatra*, and Milton's *Paradise Lost* (selections).

**Prerequisites:** ENGL 100 and 101, or ENGL 102 and 103, or ENGL 104 and 105, or equivalents

**Note:** Students with credit for UBC ENGL 201 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**ENGL 221 (M)**

3—UNIV

**English Literature of the Eighteenth and Nineteenth Centuries**

This course examines some of the key writings of major authors in English literature from the eighteenth and nineteenth centuries (continuation of ENGL 220). The reading list is drawn from a list that includes Pope, Blake, Coleridge, Wordsworth, Keats, Emily Brontë, Arnold, Tennyson, and Browning. Attention is also given to the political, philosophical, social, and religious background.

**Prerequisites:** ENGL 100 and 101, or ENGL 102 and 103, or equivalents

**Note:** Students with credit for UBC ENGL 201 may not take this course for further credit.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 30 weeks.  
Refer to page 8.

**ENGL 301****UBC ENGL 301**

3—UNIV

**Technical and Business Writing**

This course covers the principles of written communication in general business and professional activities, and includes practice in the preparation of abstracts, proposals, reports, and correspondence.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

**Note:** This course was formerly numbered ENGL 401. Students with credit for ENGL 401 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**ENGL 303****UBC ENGL 303**

6—UNIV

**Intermediate Composition**

This course provides a study, with extensive practice, of the principles of writing effective prose, from arrangement and punctuation to various stylistic strategies. This is an intermediate course in English composition. Its purpose is to teach methods and strategies for improving the way to write expository and persuasive prose. This writing is used in serious inquiry by educated people in their public communication and is neither strictly literary nor strictly discipline-oriented. This course may not be accelerated.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

**Note:** This course was formerly numbered ENGL 403. Students with credit for ENGL 403 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies.

Refer to page 9.

**Maximum Completion:** 11 months

**ENGL 304****UBC ENGL 304**

6—UNIV

**Advanced Composition**

This course approaches the study of writing with a focus on audience, authorial voice, and style. It emphasizes the writing process and the theoretical concerns and principal matters, for example, of genre, context, and intentions which govern that process. Students go online to communicate with the tutor and to receive both tutor and peer input on electronically shared texts. The primary purpose of the course is to develop the skills of already strong writing.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**ENGL 305****SFU ENGL 304**

4—UNIV

**Studies in Medieval Literature**

This course examines the studies of medieval authors, genres, or issues, from 500 to 1500. Texts are studied in the original language or in translation.

**Prerequisites:** Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or 205

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 311****SFU ENGL 311**

4—UNIV

**Early Shakespeare**

This course introduces the world of Shakespeare through the study of six plays (and several of his sonnets) that centre on a common theme: love. In addition to reading the plays and background material, students read the work of critics and the writings of some of Shakespeare's contemporaries and predecessors. The combination of readings is designed to give a broad understanding of the literary and cultural context in which Shakespeare wrote and to advance students' skills in critical appreciation of England's foremost dramatist.

**Prerequisites:** Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or SFU ENGL 205. Students may take both ENGL 311 and SFU ENGL 313 for credit toward the English major.

Students with credit for SFU ENGL 312 may not take this course for further credit without permission of the department.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 320****UBC ENGL 320**

6—UNIV

**History of the English Language**

This course covers the development of the English language from the West Germanic to the present: phonology, morphology, syntax, and vocabulary. It examines the relationship of English to the other Indo-European languages and surveys changes in the sounds, forms of words and their endings, sentence structure, spelling, meanings of words, and vocabulary through the major periods of the English language. Some attention is given to attitudes toward language change, mechanisms of linguistic change, and social and political factors affecting the language.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

**Note:** This course is recommended for people intending to teach secondary-school English.

**Equipment Note:** Access to an audiocassette player is recommended.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**ENGL 321****UBC ENGL 321**

3—UNIV

**English Traditional Grammar**

This course examines traditional grammar from its origins to codification in modern English grammars.

**Prerequisites:** Two 100-level English courses and two 200-level English courses, one to be ENGL 204 or SFU ENGL 205

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**ENGL 325****SFU ENGL 325**

4—UNIV

**Romantic Poetry**

This course is a study of selected works by British Romantic poets.

**Prerequisites:** Two 100-level English courses and two 200-level English courses, one to be ENGL 204, 220, or 221

**Note:** Students with credit for SFU ENGL 324 or 326 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 329****UBC ENGL 329**

6—UNIV

**The Structure of Modern English**

This course is a description of English phonetics, phonology, grammar, and vocabulary, and is open to second-year students. This is a course in the linguistic structure of English.

It covers the sound-structure of English, both general and Canadian, and the structure of words and sentences, using standard structural description of sounds and morphemes, and a transformational-generative description for sentences. Semantic feature analysis and propositional analysis are the descriptive modes for word and sentence meaning.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; and ENGL 101, 103, or 105

**Note:** This course is recommended for people intending to teach secondary-school English. This course was formerly numbered ENGL 410. Students with credit for ENGL 410 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**ENGL 333****SFU ENGL 333**

4—UNIV

**Studies in the Nineteenth-Century British Novel**

This course is the study of selected nineteenth-century novels and may be organized by various critical issues or approaches.

**Prerequisites:** Two 100-level English courses and two 200-level English courses, one to be ENGL 204, 220, or 221

**Note:** Students with credit for SFU ENGL 332 or 334 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 348****UBC ENGL 348C**

6—UNIV

**Shakespeare and the Renaissance: Shakespeare**

This course examines various aspects of Shakespeare's art. The following twelve plays are studied, eight of them in detail: *Richard II*, *Henry IV, Part One*, *A Midsummer Night's Dream*, *Romeo and Juliet*, *The Merchant of Venice*, *Troilus and Cressida*, *Macbeth*, *Antony and Cleopatra*, *Hamlet*, *King Lear*, *Othello*, and *The Tempest*. The plays are studied with an emphasis on characterization, structure, dramatic language, and theatrical effect. They are appreciated not only as complex literary works that merit close attention but also as skilfully designed theatrical pieces.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

**Note:** Students with credit for ENGL 312, 425, or 426 may not take this course for further credit. This course was formerly numbered ENGL 427. Students with credit for ENGL 427 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months



**ENGL 354**      **UBC ENGL 354C**

6—UNIV

**Milton and the Seventeenth Century: Milton**

This course covers the work of John Milton, with special emphasis on *Paradise Lost*, *Paradise Regained*, and *Samson Agonistes*, as well as the minor poems *Nativity Ode*, *L'Allegro*, *Il Penseroso*, *Lycidas*, and *Comus*.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

**Note:** This course was formerly numbered ENGL 451. Students with credit for ENGL 451 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**ENGL 359**      **UBC ENGL 359C**

6—UNIV

**Studies in Romanticism: Romantic Poetry**

This course considers the works of Blake, Wordsworth, Coleridge, Byron, Shelley, and Keats.

**Prerequisites:** 60 credits, including ENGL 100 or 102; ENGL 101 or 103; ENGL 220; and ENGL 221

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**ENGL 364**      **UBC ENGL 364A**

3—UNIV

**Nineteenth-Century Studies: The Victorian Novel**

This course covers developments in the novel from Charles Dickens to Thomas Hardy. It is a study of representative novels of the Victorian age with an emphasis on the evolution of the genre and the importance of fiction as social history, and includes works by Charles Dickens, W. M. Thackeray, Wilkie Collins, and George Eliot.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

**Note:** Students with credit for UBC ENGL 421 may not take this course for further credit. This course was formerly numbered ENGL 423.

Students with credit for ENGL 423 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**ENGL 368**      **SFU ENGL 368**

4—UNIV

**Studies in Drama**

This course is the literary study of selected dramatic works and may be organized by various eras, issues, or critical approaches.

**Prerequisites:** Two 100-level English courses and two 200-level English courses, one to be ENGL 204, 220, or 221

**Note:** This course was formerly numbered ENGL 460. Students with credit for ENGL 460 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**ENGL 384**      **UBC ENGL 357A**

3—UNIV

**Restoration and Eighteenth-Century Studies: The English Novel in the Eighteenth Century**

This course examines the beginnings of the realistic novel and its development from Daniel Defoe to Jane Austen.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

**Note:** This course was formerly numbered ENGL 417. Students with credit for ENGL 417 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**ENGL 402**      **UBC ENGL 402D**

6—UNIV

**Studies in Poetry: Victorian Poetry**

This course is an intensive study of Victorian poets, major and minor.

**Prerequisites:** 60 credits, including ENGL 100 or 102; ENGL 101 or 103; ENGL 220; and ENGL 221

**Note:** This course was formerly numbered ENGL 452. Students with credit for ENGL 452 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**ENGL 424 (M)**

3—UNIV

**Modern British Fiction**

This course provides a survey of modern British fiction from its development early in this century to its current achievements and trends. The course focuses on the work of six representative novelists and examines the way these writers perceive the world around them and how they construct their fiction. A close critical reading of six novels allows students to understand each work on its own terms, to place it in the context of each writer's full body of work, and, finally, to see in it reflections of the major themes of modern British fiction.

**Prerequisites:** ENGL 100 and 101, or equivalents

**Note:** Students with credit for ENGL 404 or UBC ENGL 414 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**ENGL 432 (M) (A)**

3—UNIV

**Modern Canadian Fiction**

Like all literature courses, this course aims to make students feel at home among good writers and their writing; in particular it is meant to encourage a lifetime of enjoying Canadian fiction and criticism. Students learn to recognize the stylistic fashions that distinguish the periods of Canadian writing since the 1920s. By exploring novels and short stories published between 1920 and the present, the course acquaints students with major Canadian authors, the record of Canadian life that their works have laid down, their penetrations of a wider human experience, and the questions of literary judgment that they raise, notably the question of realism. The chosen texts address questions not only about writing, but also about Canadian concerns of regionalism, mythology and identity, and multiculturalism.

**Prerequisites:** ENGL 100 and 101, or equivalents

**Note:** Students with credit for UBC ENGL 420 may not take this course for further credit.

**Equipment Note:** Access to an audiocassette player is recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 435 (M)**

3—UNIV

**Modern Canadian Theatre**

This is a survey course in Canadian drama from 1967 to 1992, a very rich twenty-five-year period that saw Canadian playwrighting, performance, and production grow from obscurity to a lively, thriving component of Canadian literature and culture, as well as an international export. This course is designed to introduce students to contemporary drama and theatre in Canada through the study of twelve plays.

**Prerequisites:** ENGL 100 and 101, or equivalents

**Note:** Required coursework includes the viewing of twelve one-hour video programs.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 442 (M)**

3—UNIV

**Modern American Fiction**

Literature is one way of making sense of the world. This course looks at some of the ways modern American writers have made sense, or tried to make sense, of the rapidly changing twentieth century. Although there is a world of difference between, say, the disturbing introspection of Sylvia Plath's heroine and Vladimir Nabokov's rapturous villain, students learn to evaluate each work in its social and artistic context. Students examine how the positions we occupy—for example, our gender, class, or race—determine in part the kind of sense we make of the world, as both writers and readers.

**Prerequisites:** ENGL 100 and 101, or equivalents

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**ENGL 462****UBC ENGL 462A**

3—UNIV

**Twentieth-Century British and Irish Studies: The Modern British Novel**

This course covers the novel up to the Second World War with a study of seven representative major novels from Joseph Conrad to Virginia Woolf.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

**Note:** Students with credit for ENGL 424 may not take this course for further credit. This course was formerly numbered ENGL 418. Students with credit for ENGL 418 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**ENGL 470****UBC ENGL 470A**

3—UNIV

**Canadian Studies: Canadian Literary Genres**

This course is an overview of the range and variety of writing in Canada.

**Prerequisites:** 60 credits, including ENGL 100, 102, or 104; ENGL 101, 103, or 105; ENGL 220; and ENGL 221

**Note:** Students with credit for ENGL 432 may not take this course for further credit. This course was formerly numbered ENGL 433. Students with credit for ENGL 433 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**EOSC 310****UBC EOSC 310**

3—UNIV

**The Earth and the Solar System**

This course considers the Earth as a planet: its composition, internal dynamics, and surface evolution.

Topics include rotation, magnetic field, plate tectonics, earthquakes, volcanoes; the ocean, atmosphere, and biosphere as components of a varying geo-environment.

**Prerequisites:** 60 credits. No background in science or mathematics is required. This course is not available for credit in the faculties of science or applied science.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

■ Courses delivered by OLA are indicated by the red course code.

**EOSC 311**                      **UBC EOSC 311**

3—UNIV

**The Earth and Its Resources**

This online course is an introduction to the Earth with emphasis on industrial and aesthetic resources—rocks, minerals, gold, diamonds, sediments, fossil, oil and gas, canyons and volcanoes—and the processes that create them. The course is taught in a case-study format and focuses on Vancouver and its environs to show how geology affects many aspects of our lives, especially its importance in land use planning and resource development.

**Prerequisites:** 30 credits. No background in science or mathematics is required. This course is not available for credit in the faculties of science or applied science.

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EOSC 314**                      **UBC EOSC 314**

3—UNIV

**The Ocean Environment**

This course is an introduction to the oceans and the processes that have shaped them, their composition and movement, waves, tides, beaches, interactions with the atmosphere, and human exploitation of the non-living resources.

**Prerequisites:** No background in science or mathematics is required. This course is not open to first-year students. This course, combined with EOSC 315, replaces OCGY 310, and the two courses combined satisfy the science requirement for students in the faculties of arts and commerce at UBC. This course is only open to students not registered in the faculties of science or applied science.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**EOSC 315**                      **UBC EOSC 315**

3—UNIV

**The Ocean Ecosystem**

This course is an introduction to life in the oceans, its variety and evolution, primary producers and their links to the environment, zooplankton, marine communities, living marine resources, and their role in today's world.

**Prerequisites:** No background in science or mathematics is required.

This course is not open to first-year students. This course, combined with EOSC 314, replaces OCGY 310, and the two courses combined satisfy the science requirement for students in the faculties of arts and commerce at UBC.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**EOSC 329**                      **UBC EOSC 329**

3—UNIV

**Groundwater Hydrology**

This course introduces the theory of groundwater flow; flow nets; regional groundwater resource evaluation; well hydraulics; role of groundwater in geologic processes.

**Prerequisites:** 60 credits

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**EPSE 317**                      **UBC EPSE 317**

3—UNIV

**Development and Exceptionality in the Regular Classroom**

This online course examines the teacher's role in dealing with major developmental and special educational issues and problems within the regular classroom program, including working with supportive services, parents, and communities.

**Prerequisites:** 60 credits; UBC EPSE 306 or 313

**Corequisite:** UBC EPSE 306 or 313

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** September, January.

Registration deadline applies

Refer to page 9.

**Maximum Completion:** 13 weeks

**EPSE 348**                      **UBC EPSE 348**

3—UNIV

**Family-Centred Practice for Children with Special Needs**

This course examines the needs and problems of families with children with disabilities, the role of the family; the role of the teacher in relation to families; services provided for parents; parents' organizations and support groups. This course is intended to provide infant development/supported child care consultants and others with information related to collaborating with families and other team members in early intervention settings.

Principles of cultural competence are stressed with special emphasis on the unique strengths and struggles of Canadian First Nation families in British Columbia.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies.

Refer to page 9.

**Maximum Completion:** 13 weeks

**EPSE 403**                      **UBC EPSE 403**

3—UNIV

**Developmental Disabilities**

This course considers the education of students with developmental disabilities in inclusive settings.

**Prerequisites:** 60 credits, UBC EPSE 312 or EPSE 317

**Start Date:** September, January.

Registration deadline applies.

Refer to page 9.

**Maximum Completion:** 13 weeks

**EPSE 406****UBC EPSE 406**

3—UNIV

**Typical and Atypical Development in Infants and Children**

This course considers the effects of a range of individual disabilities on growth, development, and learning; principles and practices of early intervention, parent involvement, and parent education. It provides an examination of the typical and atypical developmental processes of the infant from birth to five years.

**Prerequisites:** 60 credits

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January.

Registration deadline applies.

Refer to page 9.

**Maximum Completion:** 13 weeks

**FILM 332****UBC FILM 332**

3—UNIV

**Irish Cinema and Culture**

This online course introduces students to the cultural, political, and social context of Irish and Irish-related cinema, with a concentration on the last twenty years. The course is divided into two parts. The first half considers the range of Irish issues mostly pertinent to the Republic of Ireland: the rural/urban divide, the role of the Roman Catholic church, the War of Independence and its legacy, the crisis in the Irish family, the Irish Diaspora, and the influence of the United States. Students view films that address these topics. The second half of the course focuses on the history and visual representation of the Northern Ireland "Troubles," 1968 to the present. Films discussed include *The Quiet Man*, *Ryan's Daughter*, *Far and Away*, *Michael Collins*, *Angela's Ashes*, *The General*, *My Left Foot*, *Odd Man Out*, *The Crying Game*, *Some Mother's Son*, *Nothing Personal*, *Hidden Agenda*, *In the Name of the Father*, and *Hush-a-Bye Baby*.

**Prerequisites:** UBC FILM 230, 330, or permission of the instructor

**Equipment Note:** Access to the Internet and email is required for online discussion forums, course Website, online resources. Students are expected to rent and view videos. Some videos may be available at UBC's Extension Library. Access to a VCR is recommended.

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**FINA 104 (M) (A)**

(OPTION)

3—UNIV

**A Survey of Western Art I**

This course introduces developments in artistic expression from cave drawings and the monuments of ancient Egypt to the painting, sculpture, and architecture of the early Renaissance.

**Prerequisites:** None

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 30 weeks.

Refer to page 8.

**FINA 105 (M) (A)**

(OPTION)

3—UNIV

**A Survey of Western Art II**

This course, a continuation of FINA 104, considers the history of artistic development from the Renaissance to the modern period in Europe and North America.

**Prerequisites:** None

**Texts Note:** Students can order required texts from Student Services.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks.

Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**FINA 110 (M)**

3—UNIV

**Colour: An Introduction**

This studio course in art, with nine half-hour video programs about understanding and using colour, is for anyone who wants to work with colour and use it effectively.

The course covers basic colour theory, colour research (mixing pigments), colour energy and temperature, and colour schemes.

Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme.

Each program concludes with an exhibition of students' work.

**Prerequisites:** None

**Note:** The assignments require studio work with pigments, one written paper, and submission of a notebook.

The course package includes the materials required for assignments.

**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 30 weeks.

Refer to page 8.

**FINA 120 (M)**

3—UNIV

**Mark and Image**

This studio course in art, with ten one-hour video programs, is for anyone who wishes to explore a new approach to drawing and communication. It begins with the fundamentals of physical mark-making; visual literacy; and points, lines, and shapes. It goes on to look at the human form; at analysis and interpretation of objects, both manufactured and natural; at functional drawing for communicating information; and at advances in electronic technology. Each unit's program begins with a lecture/demonstration followed by a studio session featuring students working on the program theme. Each program concludes with an exhibition of students' work.

**Prerequisites:** None

**Note:** The course package contains illustrated information on each program's content and provides instructions for the assignments. All the basic materials needed to complete the coursework (pens, paper, charcoal, etc.) are included.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

### FINA 130 (M)



3—UNIV

#### Material and Form

This studio course in art is for anyone wishing to gain an understanding and appreciation of the materials that make up our physical world and how these can be used in art and design. Each unit looks at one material: wood, metal, plastics, paper, fibre, particles, earth, stone, liquids, and space. The sources, processing, available forms, and developments in art and design history of each material are discussed through slides and computer animations. The on-camera students then explore the physical properties and aesthetic possibilities of materials in the studio and in external environments.

**Prerequisites:** None

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### FNHE 200

### UBC FNH 200



3—UNIV

#### Exploring Our Food

This online course considers the transformation of animal and plant materials into food products; chemical and physical properties of our food; issues of safety, nutritive value, and consumer acceptability of food; government regulations in relation to food quality, safety, and food additives.

**Prerequisites:** None

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### FNHE 250

### UBC FNH 250



3—UNIV

#### Nutrition: Controversies and Concepts

This online course explores fundamental concepts and principles of nutrition applied to current issues. The focus is on human nutrition, but some cross-species comparisons are made. The course uses a problem-based learning format where students work in groups of five to seven students using online discussions facilitated by a tutor to address a series of nutrition problems or cases.

Through progressive disclosure of information, each case is structured to allow all students to share what they already know about the topic and identify the additional knowledge to solve the problem. Students research the learning issues individually, sharing what they have learned, and work together to solve the problem. Resources available to students include a text, online course materials, online discussions, Web-based resources, and software for nutrition analysis.

**Prerequisites:** None

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### FNHE 454

### UBC FNHE 454

3—UNIV

#### Fish Nutrition

Topics in this course include the physiology of digestion and excretion, nutrient requirements, sources of nutrients, diet formulation, feeding management.

**Prerequisites:** UBC ANSC 322 or equivalent, or permission of the instructor

**Start Date:** September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 11 months

■ Courses delivered by OLA are indicated by the red course code.

### FNST 030 (M)



PREP

#### First Nations Studies I

This is a provincial-level PREP course, equivalent to Grade 12 social studies. The course examines issues facing First Nations communities. It explores the particular strengths of First Nations communities and significant contributions to the world by the aboriginal peoples of the Americas. Traditional cultures and aboriginal rights and the law are also studied.

**Prerequisites:** ENGL 028 or English 11 or equivalent skills

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

### FNST 040 (M)



PREP

#### First Nations Studies II

This is a provincial Grade 12-level social science course. The course examines various issues facing BC First Nations, including land claims and the right to self-determination. It enables students to evaluate events in the context of history, geography, and politics and encourages a balanced and systematic approach to forming opinions.

**Prerequisites:** ENGL 028 or English 11 or equivalent skills

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

### FNST 101

### SFU FNST 101



3—UNIV

#### The Cultures, Languages, and Origins of Canada's First Peoples

This course is an introduction to the nature and goals of First Nations Studies as an academic discipline; survey of prehistory, traditional cultures, and aboriginal languages of Canada's First Nations.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**FNST 201****SFU FNST 201**

3—UNIV

**Canadian Aboriginal Peoples' Perspectives on History**

This course examines fact and ideology in history and historic events involving contact between Aboriginal and European people. It also addresses questions of research methodologies in studying Aboriginal/European relations.

**Prerequisites/Corequisite:** FNST 101

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**FOPR 361****UBC FOPR 262/361**

3—UNIV

**Forest Operations I**

This primarily online, Web-based course provides an introduction to harvesting system design, forest operations as an integral component of silvicultural systems, elementary road design and location, and planning forest operations to meet integrated resource objectives. Students should have a basic knowledge of forest measurements and surveys and be familiar with the equipment used in the field and office. Students engage in online discussions and complete a series of self-supervised, practical, field exercises.

**Prerequisites:** UBC FRST 239

**Note:** An exemption may be granted to a student with another course in basic surveying if good practical knowledge can be demonstrated. To request exemption, students should contact [dbendick@interchange.ubc.ca](mailto:dbendick@interchange.ubc.ca)

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** January. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 8 months

**FOPR 362****UBC FOPR 362**

3—UNIV

**Forest Operations II**

This online course provides a detailed analysis of the engineering, economic, environmental, and aesthetic factors influencing forest operations planning. The course equips students with the skills required for the planning and selection of harvesting methods and equipment within the context of integrated resource management, as well as to develop independent thinking and an understanding of professional expectations in the field.

**Prerequisites:** FOPR 361

**Note:** Technical school graduates in forest resources are exempt from this course for both the B.S.F. degree and the professional program.

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** TBA. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 8 months

**FREN 020 (M)**

PREP

**French I**

This French course emphasizes the oral approach to language. Students learn to understand, speak, read, and write simple French.

**Prerequisites:** None. Students planning to enter a university directly should check with advisors in the university they wish to attend.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**FREN 100 (M)**

(OPTION) 3—UNIV

**Introduction to French I**

Based on the highly praised multimedia program *French in Action*, this course is designed for students with little knowledge of the language to begin their study of French at the university level. The course covers basic French structures, vocabulary and idiomatic expressions, and patterns of pronunciation.

Throughout the course, both written and oral communicative skills are emphasized. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

**Prerequisites:** French 10 or equivalent. The course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities.

**Note:** Students who speak French as their first language or who have taken either the French immersion program or Programme francophone may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**FREN 101 (M)**

3—UNIV

**Introduction to French II**

This course is a continuation of the work of FREN 100 and is based on the highly praised multimedia program *French in Action*. The course enables students to increase their speaking and writing abilities in a range of everyday situations. Additional materials highlight French in the Canadian context. Several assignments are completed by telephone.

**Prerequisites:** FREN 100 or equivalent  
**Note:** Students who speak French as their first language or who have taken either the French immersion program or Programme francophone may not take this course for further credit.

**Texts Note:** Students can order required texts from Student Services.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**FREN 199** **SFU FREN 199**



3—UNIV

**Writing French I: Spelling and Grammar**

This course is an alternative to SFU FREN 201 for francophone students who need practice in elementary grammar, composition, and spelling.  
**Prerequisites:** Fluency in French. Students are accepted only after an interview (which may be by phone) with a faculty member in SFU's Department of French.

**Note:** Only one of SFU FREN 199 and 201 may be taken for credit.  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**FREN 299** **SFU FREN 299**

3—UNIV

**Writing French II: Intermediate Composition**

This intermediate composition course is designed to help students with the techniques of writing essays in French, at both the grammar and composition levels.

**Prerequisites:** FREN 199 with a minimum C+ grade or SFU FREN 202  
**Note:** Students with credit for or currently registered in FREN 301 may not take this course for further credit.  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**FREN 301** **SFU FREN 301**



3—UNIV

**Advanced French Composition I**

This course emphasizes the written command of French and includes a detailed study of syntax.

**Prerequisites:** SFU FREN 206

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**FREN 400** **UBC FREN 400**

6—UNIV

**A Survey of French Literature in Translation**

For this course, students read French literature in English—plays, poetry, and novels—from the Middle Ages to the twentieth century. In their assignments, students are encouraged to draw on their backgrounds in other disciplines.

**Prerequisites:** 60 credits, including 6 credits of first-year university English or equivalent  
**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 11 months

**FRST 203** **UBC FRST 203**

3—UNIV

**Silvics of Forest Trees of Western Canada**

**Students are required to attend an intensive two-day field lab in May or June.**

This course considers ecological and silvical characteristics of forest trees of western provinces; assessment of ecological site quality; biogeoclimatic ecosystem classification; application of silvics in silviculture.

**Prerequisites:** FRST 202, or permission of the instructor  
**Special Arrangements:** Herbarium is required. A lab fee is payable with the lab application.

**Start Date:** This course is offered only once a year, starting in November. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 11 months

**FRST 231** **UBC FRST 231**

3—UNIV

**Introductory Biometrics for Forestry**

This course examines the basic theories of probability and statistics. Topics include sampling distribution; methods of estimation and hypothesis testing; goodness of fit and tests for independence; analysis of variance, regression, and correlation.

**Corequisite:** UBC MATH 100, 111, or 140, or equivalent  
**Start Date:** September, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 8 months

**FRST 237** **UBC FRST 237**

3—UNIV

**Introduction to Forest Mensuration and Photogrammetry**

**Students are required to attend an intensive two-day lab (date TBA).**

This course covers measuring and estimating tree volumes, form, and taper; timber scaling and grading; computer applications; basic photogrammetry, mapping for photograph and photo-based inventory systems.

**Prerequisites:** UBC FRST 231 and 232, or equivalents, or permission of the instructor

**Equipment Note:** Required measurement instruments are available for a deposit fee.  
**Special Arrangements:** A lab fee is payable with the lab application.  
**Start Date:** This course is offered only once a year, starting in January. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 10 months





**GEOG 030 (M)**

PREP

**Physical and Human Geography**

This PREP provincial-level course is equivalent to Grade 12 geography. It covers topics in physical geography such as rocks, erosion, and weather, as well as topics in human geography such as population distribution, uses of natural resources, and the effects of natural hazards.

**Prerequisites:** SOST 024 or 028 or equivalent is recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**GEOG 110 (M) (A)**

3—UNIV

**Introduction to Physical Geography I**

This course provides an opportunity for understanding part of the complex physical and biological environment in which human beings live. It introduces basic processes that influence the characteristics and spatial relationships of climate, water cycle, and vegetation. The first part of the course examines the interactions of solar energy with the Earth's atmosphere and surface, and how atmospheric circulation, precipitation, and weather systems are generated. The second part of the course covers the cycling of water and other Earth resources within the living zone—the biosphere. It focuses on how these cycles, together with the flows of energy, influence the nature and distribution of ecosystems and vegetation. Throughout the course, students look at patterns of human activity that are in response to and have an effect upon environmental processes, and are asked to observe and interpret aspects of their local environment in light of what they have learned.

**Prerequisites:** None

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**GEOG 200 (M) (A)**

3—UNIV

**Regional Geography of Canada**

This course examines the physical, human, and economic geography of Canada in a regional context. It focuses on the many interconnections and relationships between the different regions, between different areas in the regions, and between cities and the rural areas in each region. It also explores the distribution patterns of people, cultural groups, and economic activities to illustrate how the regions are part of larger interconnected systems (e.g., Canada, North America, or the Pacific Rim). The course is designed to promote an understanding of the similarities and differences between different areas across Canada and to develop students' skills in recognizing and analyzing the salient geographical features of those regions and the country as a whole.

**Prerequisites:** None

**Note:** Students with credit for GEOG 470, 471, or 475 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**GEOG 230 (M) (A)**

3—UNIV

**Introduction to Human Geography I: People and the Environment**

This course traces the development of present-day attitudes concerning the complex interrelationship between people and the environment. It looks at both "determinist" and "possibilist" views and focuses on such subjects as resource exploitation, population growth, and the impact of human activities on the environment.

**Prerequisites:** None

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**GEOG 270 (M)** (OPTION)

3—UNIV

**Geography of British Columbia**

This course uses the concepts and methods of regional geography to enable students to explore the character of BC's diverse physical and human landscapes. Students focus particularly on geographic patterns and on the interaction of physiography, climate, settlement and resettlement, resource utilization, and economic activity, and also examine how the province itself fits into a variety of regions (including Canada, the Pacific Northwest, and the Pacific Rim).

**Prerequisites:** None

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**GEOG 400****UBC URST 400**

3—UNIV

**Seminar in Urban Studies**

This seminar enables senior students to explore some common topics of importance to urban studies from the viewpoints of several disciplines.

**Prerequisites:** 60 credits or permission of the instructor

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 7 months

**GEOG 469****SFU GEOG 469**

4—UNIV

**The Canadian North and Middle North**

Special attention is given to resource appraisal and utilization, spatial organization, and the consideration of future development; comparisons are made with experience of sub-Arctic development in other parts of the world.

**Prerequisites:** Minimum 60 credits, including 8 hours of upper-division geography courses

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**GEOG 489****SFU GEOG 489**

4—UNIV

**Selected Topics: World Soils**

This course is an examination of the world's soil resources based upon Earth sciences such as meteorology, oceanography, geomorphology, and geology, and of the complex interactions between productivity, technical development, and population pressure.

**Prerequisites:** 75 credits, GEOG 111, and 30 credits in geography

**Note:** Students with credit for GEOG 317 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**GEOL 120 (M)**

(OPTION)

4—UNIV

**Introduction to Earth Science**

Geology is the study of the nature of the Earth and its development through time. This course considers the origin and development of the Earth's landscape by such processes as weathering, mass wasting, rivers, glaciers, wind, and waves. The origin and composition of the Earth, volcanoes, and earthquakes are discussed in the course.

**Prerequisites:** None

**Note:** The laboratory component focuses on rocks, minerals, and topographic maps, which are packaged and made available for students to use at home.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**GERM 104****SFU GERM 104**

3—UNIV

**German for Reading Knowledge I**

This is an introductory course that covers reading strategies, grammar for reading purposes, learning resources, and basic vocabulary. It offers a multimedia introduction to *reading* skills in German leading to the equivalent of a second-year reading knowledge. Students are expected to work largely independently (e.g., in a multimedia lab or on a home computer). The course content includes an introduction to short German selections such as essays, newspaper articles, excerpts from scientific texts, etc.; some basic grammar concepts; reading strategies; and frequent vocabulary.

**Prerequisites:** Prior knowledge of German is not required. Students with prior knowledge of German should contact the Language Training Institute at 604-291-4790 before proceeding with this course.

**Note:** Students with credit for GERM 103 or higher may not take this course for further credit.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**GERM 204/  
205/206\*****SFU GERM 204/  
205/206**

3—UNIV

**German for Reading Knowledge II**

This course is a natural continuation of the introductory GERM 104. This course fosters the development of specialized language skills in the student's area of interest, discipline, or research field and leads to a reading knowledge of German comparable to fourth-year language courses. The course focuses on specific topics of the student's choice in the humanities, chemistry, or economics and business.

It enhances skills in technical reading using short German selections such as essays, newspaper articles, and excerpts from academic texts; advanced computer concepts; reading strategies; and frequently used technical and subject-specific vocabulary.

**Prerequisites:** SFU GERM 103 or 104. Students with prior knowledge of German are required to take a placement test and should contact the Language Training Institute at 604-291-4790 before proceeding with this course.

**Note:** Students with credit for SFU GERM 201 or higher may not take this course for further credit.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

\* A unique course number is assigned for each area of interest/discipline.

**GERO 300****SFU GERO 300**

3—UNIV

**Introduction to Gerontology**

This course examines the aging process from a multidisciplinary perspective. It deals with physical and health factors in aging, psychological aspects of behaviour in later life, economic and vocational factors in aging, family and community relations of older people, social policy, and the politics of aging. Throughout the course, emphasis is placed on normal aging.

**Prerequisites:** 60 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**GERO 301****SFU GERO 301**

3—UNIV

**Research Methods in Gerontology**

This course examines research methodology applied to the field of gerontology. Key areas covered include operationalizing gerontological concepts; sampling older populations; longitudinal designs; outcome and process evaluation of seniors' programs; and elementary data analyses.

**Prerequisites:** 60 credits. SFU STAT 203 (formerly STAT 103), or equivalent, is recommended.  
**Special Arrangements:** This course may include optional teleconferencing.  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**GERO 404** **SFU GERO 404**  
 3—UNIV

**Health and Illness in Later Life**

This course examines issues related to health and illness among older adults, drawing upon theories and concepts from biological, social, and public health sciences. It introduces assessment and intervention skills useful to persons working with older adults in a broad range of practice settings.

**Prerequisites:** 60 credits and GERO 300  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**GERO 407** **SFU GERO 407**  
 3—UNIV

**Nutrition and Aging**

This course combines seminars and lectures in the examination of specific nutritional conditions and concerns of the aging population. It does so by exploring the nutrient needs of the elderly as determined by physiological changes of aging, metabolic effects of common diseases, and biochemical interactions of medications. The course includes a broad investigation of the psychological, sociological, and physical factors which influence food choice and ultimately nutritional status in aging.

**Prerequisites:** 60 credits. GERO 300 is recommended.  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**GERO 408** **SFU GERO 408**  
 4—UNIV

**Families and Aging**

This course entails a comprehensive interdisciplinary study of families and aging. In addition to providing an overview of theory and research on this topic, this course critically examines a variety of substantive issues, including families in mid-life, sibling relationships, divorce and remarriage, dating in later life, care giving, poverty, elder abuse, and policy development.

**Prerequisites:** 60 credits. GERO 300 is recommended.  
**Special Arrangements:** This course may include optional teleconferencing.  
**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**GEST 486** **UVIC HA 486**  
 6—UNIV

**Museum Principles and Practices**

This comprehensive introduction to the museum field uses a variety of innovative print and Web-based materials to explore the following topics: museums—an introduction, collections management, conservation, public programming, exhibitions, and museum management.

**Prerequisites:** Information on the course and permission to participate are to be obtained from Joy Davis, Cultural Resource Management Program, Division of Continuing Studies, University of Victoria, Victoria, BC V8W 3N6; phone (250) 721-8462; email: joydavis@uvcs.uvic.ca  
**Special Arrangements:** As a number of the assignments in this course are practically based, the student should work in or have access to a local museum, gallery, historic site, or related institution.  
**Start Date:** September. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 7 months

**GEST 487** **UVIC HA 487**  
 6—UNIV

**Principles and Practices in Heritage Conservation**

This course uses print, video, and Web-based materials to present up-to-date information on a variety of key topics in the conservation of the built environment, including the philosophical and historical setting, the legal and institutional framework, the planning process, technical processes and development strategies, and management and implementation.

**Prerequisites:** Information on the course and permission to participate are to be obtained from Joy Davis, Cultural Resource Management Program, Division of Continuing Studies, University of Victoria, Victoria, BC V8W 3N6; phone (250) 721-8462; email: joydavis@uvcs.uvic.ca

**Special Arrangements:** As a number of the assignments in this course are practically based, the student should work in or have access to a local historic site, project, or area.  
**Start Date:** September. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 7 months

**Before registering in the health issues courses HEAL 310, 320, 401, 402, and/or 403, note the following information about prerequisites, student participation, special arrangements, start dates, and maximum completion.**

**Prerequisites:** Appropriate professional credential; 60 university (or equivalent) credits; completion of social sciences courses (minimum 6 credits) and completion of a research methods course; students of BCOU's Bachelor of Health Science degree programs (refer to pages 72–75) should have completed the majority of the courses required for the degree before taking these health issues courses. Practising health professionals may be permitted to register in HEAL courses provided other prerequisites have been met.

**Special Arrangements:** HEAL courses involve student discussions and participation through audio-conferences and/or via the World Wide Web. Audio-conferences are an integral component of most of the courses, and participation in audio-conference sessions is mandatory. Audio-conferences may not be scheduled at times convenient for students residing outside BC.

**Start Date:** HEAL courses are offered on a rotating basis and usually once per year. For dates HEAL courses are available, consult with an OLA program advisor.

**Maximum Completion:** Students have a maximum of four months to complete these courses. Audio-conferences, readings, and assignments are structured on a fourteen- to sixteen-week schedule. Extensions to course completion dates are not granted.

- Courses delivered by OLA are indicated by the red course code.

### HEAL 310 (PD)



3—UNIV

#### Client-Centred Care Management I

This course is intended for professionals working in the health system, and/or upper-level students in degree programs leading to employment in health, who wish to develop their knowledge and skills in client-centred care management. The course deals with the theory of client-centred care management and the roles of care managers in the emerging health system.

### HEAL 320 (PD)



3—UNIV

#### Community Development I

This course is of interest to students in social services and health and is also relevant for professionals in social services, including recreation, law enforcement, and education. This course offers an introduction to community work that enables students to begin developing the skills and understanding needed to work in the community. In particular, they learn basic community development concepts and come to appreciate the informal facilitating role played by the community developer in building community capacities. Students are required to observe a community group throughout the course, and they are evaluated on their observations.

### HEAL 401 (PD)



3—UNIV

#### Health Policy

This online course investigates how Canadian health policy has developed and examines issues and challenges facing the Canadian health system. Approaches to the development, analysis, and evaluation of health policy are reviewed using BC as an example. The course provides an examination of the foundations of public policy and funding issues. **Equipment Note:** Access to the Internet is required. Refer to page 83.

### HEAL 402 (PD)



3—UNIV

#### Issues in Health Care

This online course explores political, economic, technological, and societal trends currently affecting health promotion and illness care for Canadians. Students read, analyze, reflect on, discuss, and evaluate major current issues in the health system in Canada.

**Equipment Note:** Access to the Internet is required. Refer to page 83.

### HEAL 403 (PD)



3—UNIV

#### Cultural Diversity in Health Care

This online course focuses on cross-cultural concerns that health professionals and clients face in our multicultural society. The role and influence of culture on behaviour in health and illness are examined.

**Equipment Note:** Access to the Internet is required. Refer to page 83.

### HIST 030 (M) (A)

PREP

#### Twentieth-Century History

This course presents a survey of twentieth-century world history. It helps students to understand political, economic, and social events in the world from 1900 to 1990. (Grade 12 equivalency)

**Prerequisites:** SOST 024 or 028 or equivalent is recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**HIST 120 (M) (A)**

 (OPTION) 3—UNIV
**Canadian History to 1867**

This course provides a general chronological overview of Canadian history in the pre-Confederation era. In addition, it introduces some of the major political, economic, and social events and developments that shaped Canada in that period. Students explore such themes as the relationship between European and First Nations populations; French-English relations; the changing relationship between colonies and their mother countries; the changing structure of the economy; the growth of political, economic, and social institutions; and, at the end of this period, the Confederation of the British North American colonies into one political unit, Canada.

**Prerequisites:** None**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.**Start Date:** Continuous registration. Refer to page 8.**Maximum Completion:** 30 weeks. Refer to page 8.**HIST 121 (M) (A)**

 (OPTION) 3—UNIV
**Post-Confederation Canadian History**

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. The thirteen units of the course analyze important and controversial issues and events, such as the Riel Rebellion, the economic policies initiated by the Macdonald government, Canada's shift from a rural to an urban society, the effects of the two world wars on Canada, the Great Depression, the social problems created by rapid industrialization, relations between English and French Canadians, and provincial demands for autonomy.

**Prerequisites:** None**Note:** Students with credit for HIST 102 (SFU HIST 102) may not take this course for further credit.**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 30 weeks.

Refer to page 8.

**HIST 150****UBC HIST 150**

6—UNIV

**World History Since 1500**

This course traces demographic, ecological, economic, and intellectual links between Africa, America, Asia, Europe, and Oceania by first considering the world before 1500 and then tracing these themes through the centuries to the present day. The course relies on a recently developed scholarship which accepts such a perspective as viable and which is evidenced by the establishment of new journals and a proliferation of texts devoted to global history. The course With its emphasis on mixing and mingling of peoples and related exchanges of ideas, tools, flora, and fauna, the course provides a holistic view of world development. For example, by characterizing the frontier as a zone of interaction rather than as a boundary, the course explores the processes through which assimilation, integration, and segregation occur. That exploration as well as that of the development of civilization stresses a comparative approach.

**Prerequisites:** None**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.**Maximum Completion:** 11 months**HIST 225 (M)**

3—UNIV

**History of British Columbia**

This course surveys the two centuries since Europeans first arrived in BC. The fifteen units of the course provide an overview of the major historical events in BC, analyze their significance, and examine the roles played by economics, geography, politics, and social factors. This course is of interest to history majors and other arts students, teachers of social studies, and local history enthusiasts. It is mandatory for students to view the videos in this course.

**Prerequisites:** None**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 30 weeks.

Refer to page 8.

**HIST 241 (M) (A)**

3—UNIV

**Modern European History: 1450–1800**

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth-century Age of Enlightenment, and developments in eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

**Prerequisites:** None**Note:** Students with credit for HIST 410 or HUMN 416 may not take this course for further credit.**Start Date:** Continuous registration. Refer to page 8.**Maximum Completion:** 30 weeks. Refer to page 8.**HIST 303****UBC HIST 303**

6—UNIV

**History of the Canadian West**

This course examines selected topics in the history of the Canadian West, with an emphasis on the prairie West: the Indians and the fur trade, Louis Riel, prairie settlement, and Western social and political protest.

**Prerequisites:** 60 credits**Note:** This course was formerly numbered HIST 425. Students with credit for HIST 425 may not repeat this course for further credit.**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.**Maximum Completion:** 11 months

■ Courses delivered by OLA are indicated by the red course code.

**HIST 329** **UBC HIST 329**

6—UNIV

**Canadian Social History**

This course examines Canadian social history from the early 1600s to the 1970s, exploring the social and economic processes that brought Canadians together and structured relations among them through time. Such topics as frontier settlement, rural life, religion, social and institutional structures, immigration and ethnicity, social movements, ideology, family life and life cycle, demographic change, labour industrialization, and urbanization are examined. In addition, the concepts of gender, class, and race/ethnicity are used extensively to assess the impact of immigration, industrialization, and urbanization on the development of Canadian society. The course uses extensive audio and visual sources to highlight selected topics.

**Prerequisites:** 60 credits**Equipment Note:** Access to the Internet is required.**Start Date:** TBA. Registration deadline applies. Refer to page 9.**Maximum Completion:** 11 months**HIST 334** **SFU HIST 338**

4—UNIV

**World War II**

This course is designed as an introduction to the history of the origins and the course of the Second World War. Particular attention is paid to the main campaigns of the war in Europe and Asia and to the domestic history of the belligerent powers. The social, economic, and political consequences of the war are also discussed, as are the moral issues of genocide and the use of the atomic bomb.

**Prerequisites:** 45 credits including 9 lower-level history credits. SFU HIST 225 is recommended. Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-level history course.

**Note:** This course was formerly numbered HIST 442. Students with credit for HIST 442 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 13 weeks

**HIST 335** **UBC HIST 335**

6—UNIV

**Gender, Politics, and Culture in Modern Europe**

This course considers the relationships between changing gender roles and other historical processes—from the French and Industrial Revolutions to imperialism, nationalism, and the rise of consumer cultures—in Europe from the eighteenth century to the present.

**Prerequisites:** 60 credits

**Start Date:** September, November, January, March, May, July, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months**HIST 336** **SFU HIST 339**

4—UNIV

**The British Empire and Commonwealth**

This course provides an outline history of the British Empire, its rise and decline, and discusses the origin and significance of the Commonwealth. In addition, there is a detailed account of the “Westminster Model” of parliamentary democracy, on which the political institutions of many Commonwealth nations are based.

**Prerequisites:** 45 credits including 9 lower-level history credits. SFU HIST 225 is recommended. Normally, students should have completed 45 credits (or the equivalent) prior to registering in any upper-level history course.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.**Maximum Completion:** 13 weeks

■ Courses delivered by OLA are indicated by the red course code.

**HIST 339** **UBC HIST 338**

6—UNIV

**The United States in the Twentieth Century**

This course examines American history from the First World War. While foreign affairs are treated in some depth, the course focuses primarily on the domestic scene. Economic developments, the current of ideas, and social and political change receive special attention.

**Prerequisites:** 60 credits

**Start Date:** September, January, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months**HIST 351** **UBC HIST 351**

3—UNIV

**Family and Community in Latin America**

This course considers the role of family and community from the colonial period to the present. The course assesses how the emergence of the nation state affected community and family structures.

**Prerequisites:** 60 credits

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months**HIST 406 (M) (A)**

3—UNIV

**The Enlightenment in the Americas**

Political, social, and cultural ideas in the Americas were influenced by Europe’s intellectual ferment during the period of the mid-eighteenth century popularly known as “The Enlightenment” or “The Age of Reason.” This course explores the Americas’ contribution to the Age of the Enlightenment. It first examines the Enlightenment in England, France, and Germany through the examples of Edward Gibbon, Montesquieu, and Frederick the Great. It then surveys the contemporary intellectual history of the Americas: the names, the circumstances, and the accomplishments of those whose writings marked the advance of education and inquiry in the New World.

**Prerequisites:** None. Upper-level standing is strongly recommended.  
**Note:** Students with credit for HUMN 415 may not take this course for further credit.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**HIST 432** **UBC HIST 432**  
 6—UNIV


**International Relations of the Great Powers in the Twentieth Century**

This course examines the international relations of the great powers from the First World War to the end of the Cold War.  
**Prerequisites:** 60 credits  
**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 11 months

**HIST 480** **UBC HIST 480**  
 6—UNIV

**Social History of Modern China**

This course explores the changes and continuities in Chinese society and culture from the late imperial period to the present. Topics include rural and urban life, social stratification, social movements and ideology, family and community, popular beliefs, and cultural values.  
**Prerequisites:** 60 credits  
**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.  
**Maximum Completion:** 8 months

**HOME 143 (A) (PD)**  
 0.5—COL

**Nutrition for Home Support**

This course enables students to understand nutrition principles, shop more efficiently for nutritious food, assist clients with eating difficulties, and prepare food and meals for clients on specific diets.  
**Prerequisites:** None

**Note:** Students with credit for the courses formerly numbered HOME 111 or HOME 140 may not take this course for further credit.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**HOME 144 (A) (PD)**  
 1—COL

**Work Role and Home Safety, Management**


This course identifies essential components of responsible and accountable behaviour in the home support attendant role within the context of the community care system. Students learn how to prevent the spread of infection, and apply correct principles and practices when assisting with specific home safety, maintenance, and cleaning tasks.  
**Prerequisites:** Admission to the Home Support Attendant Certificate program. Refer to page 67.

**Note:** Students with credit for courses formerly numbered HOME 111 or HOME 140 may not take this course for further credit.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**HOME 150 (A) (PD)**  
 1.5—COL

**Health: Lifestyle and Choices**

This course provides an introduction to a holistic concept of health and the components of a health-enhancing lifestyle. Students examine the interrelatedness of the five dimensions of health: physical, emotional, social, intellectual, and spiritual.  
**Prerequisites:** Admission to the Home Support Attendant Certificate program, HOME 143, 144. Refer to page 67.  
**Note:** This course was formerly numbered HOME 114.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**HOME 160 (A) (PD)**  
 1.5—COL

**Interpersonal Communications**

This course focuses on the development of self-awareness and increased understanding of others. Students explore basic communication concepts and applied skills which contribute to effective, caring interpersonal relationships.

**Prerequisites:** Admission to the Home Support Attendant Certificate program, HOME 143, 144, 150. Refer to page 67.

**Note:** This course was formerly numbered HOME 112.  
**Equipment Note:** Audiocassette and access to audiocassette recording equipment are required.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

**HOME 170 (A) (PD)**  
 3—COL

**Health and Healing: Concepts for Practice**

This course provides students with the opportunity to develop a knowledge base in preparation for practice. Students study the human body in health and illness, with an emphasis on common changes related to aging. Students are introduced to the concepts of basic needs, human development, and loss.  
**Prerequisites:** Admission to the Home Support Attendant Certificate program, HOME 143, 144, 150, 160. Refer to page 67.  
**Note:** This course was formerly numbered HOME 113 or 115 Part I and HOME 178 Part II.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**HOME 179**

1.5—COL

**Practicum**

This practical course is designed to explore the roles and responsibilities of a home support attendant and to provide 60 hours of experience as a Level I home support attendant under the guidance of a home support agency mentor and supervisor.

**Prerequisites:** Admission to the Home Support Attendant Certificate program, HOME 143, 144, 150, 160, 170. Refer to page 67.

**Note:** This course was formerly numbered HOME 120.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**HOME 181 (A) (PD)**

2—COL

**Personal Care Skills**

This course describes the basic personal care skills needed to provide care in accordance with the BC Personal Assistant Guidelines. Students examine the rationale underlying specific skills and practice.

**Prerequisites:** Admission to the Home Support Attendant Certificate program, HOME 143, 144, 150, 160, 170. Refer to page 67.

**Note:** This course was formerly numbered HOME 115.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**HOME 187**

1—COL

**Personal Care Skills Lab****Students are required to attend labs.**

This practical course allows students to develop and demonstrate the skills learned in HOME 181. Labs of four to five days' duration are required.

**Prerequisites:** Students are required to pass all previous courses and the HOME 181 examination or have approval from their tutor and the program supervisor.

**Note:** This course was formerly part of HOME 180.

**Special Arrangements:** Travel and accommodation expenses to attend labs are the responsibility of the student. This course may be offered at limited times and locations, and enrolment may be limited. Students are required to bring personal items to labs. Details are provided by the program area.

**Start Date:** TBA. Refer to page 8.

**Maximum Completion:** 4 months. Refer to page 8.

**HOME 190 (A) (PD)**

1.5—COL

**Special Needs**

This course provides students with an introduction to the basic concepts and approaches involved in the care of clients who are experiencing changes in mental functioning, with a particular emphasis on Alzheimer's disease. This course also explores the role of the home support attendant in challenging family situations.

**Prerequisites:** None

**Note:** This course was formerly numbered HOME 116.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**HOME 199**

1.5—COL

**Preceptorship**

This final course focuses on the application and integration of the knowledge and skills developed in the other courses. It allows consolidation of the theory and skills from the whole Home Support Attendant Certificate program through selected, supervised clinical experiences in a long-term care facility and in a home support agency, 75 hours and 50 hours respectively.

**Prerequisites:** Admission to the Home Support Attendant Certificate program, HOME 140 (or 143, 144), 150, 160, 170, 179, 181, 187, 190. Refer to page 67.

**Note:** This course was formerly numbered HOME 130.

**Special Arrangements:** This course may be offered at limited times and locations, and enrolment may be limited. Travel and accommodation expenses to attend are the responsibility of the student. Once arranged, attendance is mandatory.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**HSDA 462****UVIC HSD 462**

3—UNIV

**Perspectives on Substance Use**

This is an introductory course on substance use and its impacts, particularly in relation to working with children and families. Students are expected to understand and critically reflect on a range of perspectives and the practice responses that flow from these perspectives. There is a particular emphasis on exploring the historical, social, and political contexts of substance use among Aboriginal peoples, women, and youth. The course also addresses the impacts of substance use on children, families, and communities, and the issues of pregnancy and parenting. Students are expected to use critical reflection to articulate their own perspective on substance use.

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Note:** Students with credit for UVIC CYC 369 or UVIC SOCW 479 may not take this course for further credit.

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, texts, readings package, and videos, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to the instructor includes email and weekly office hours. The basis for student evaluation includes two written assignments.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 13 weeks



**HSDA 463****UVIC HSD 463**

3—UNIV

**Approaches to Substance Use: Prevention and Treatment**

This course examines current approaches to working with substance use at the individual, family, and community levels. The intended outcomes and goals of treatment and prevention are explored. Differing models of change as well as Aboriginal approaches to healing and gender-specific approaches to treatment and prevention are studied. Students are asked to critically reflect on the social and political context of various responses to substance use.

**Prerequisites:** HSDA 462, UVIC CYC 369, or UVIOC SOCW 479, or equivalent course with permission of the instructor

**Note:** Students with credit for UVIC CYC 368 make not take this course for further credit.

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package, texts, and readings package, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to the instructor includes email, weekly office hours, phone, and two small-group teleconferences. The basis for student evaluation includes three written assignments.

**Registration Deadline:** November 15

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 13 weeks

■ Courses delivered by OLA are indicated by the red course code.

**HSDA 464****UVIC HSD 464**

3—UNIV

**Introduction to Disability Studies**

This course is required for students enrolled in the child welfare specialization and focuses on issues affecting people with disabilities. Current issues in human rights, ethics, and attitudes about disability are examined within a framework of human rights, citizenship, and inclusion. The course highlights the skills and knowledge required for anti-ableist practice and includes a critical analysis of theory, policy, and practice. Various approaches to the planning and delivery of services are examined with an emphasis on those approaches that facilitate consumer choice and decision making.

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package and text, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to the instructor includes email and weekly office hours. The basis for student evaluation includes two written assignments.

**Registration Deadline:** July 31

**Start Date:** September. Refer to page 9.

**Maximum Completion:** 13 weeks

**HSDA 465****UVIC HSD 465**

3—UNIV

**Interdisciplinary Practice with Children and Families**

This course provides opportunities for applying the skills, knowledge, and beliefs essential for effective interdisciplinary practice with children and families. The course explores the rationale for and a critical analysis of interdisciplinary practice. The contributions of different disciplines to addressing issues in child and family work are featured.

**Prerequisites:** Second-year university standing or college diploma, or permission of the instructor

**Special Arrangements:** Course components include a thirteen-week guided study and coursebook print package and readings package, which are purchased from UVic's Bookstore, using an order form available from UVic's School of Child and Youth Care. Access to the instructor includes online, email, and weekly office hours. The basis for student evaluation includes a journal, a virtual classroom component, and a final paper.

**Equipment Note:** Access to the Internet and a Web browser to use WebCT and a UVic NetLink-ID are required. Netscape 4.1 or later or Internet Explorer 5.x is recommended (Netscape 6 is not recommended). Computer with the following minimum specifications is recommended: IBM-compatible PC running Windows 95 or 98, or Macintosh with OS 7.6.1 or 8.1 or higher; Pentium 120 MHz processor; 32 MB memory; 1.2 GB hard-drive space; 33.6 Kbps modem or direct network access.

**Registration Deadline:** November 15

**Start Date:** January. Refer to page 9.

**Maximum Completion:** 13 weeks

**HUMN 230****SFU HUMN 230**

3—UNIV

**Introduction to Religious Studies**

This course is an examination of religion as expressed in the religious and humanistic traditions available through the investigation of primary textual sources. A critical and appreciative approach to religious phenomena is emphasized through the theological, literary, historical, philosophical, and behavioural backgrounds that influence the understanding of religion.

**Prerequisites:** None.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**HUMN 300 (M) (A)**

6—UNIV

**Science and Society**

This course examines the powerful presence of science in society. The course begins by tracing the historical development of scientific ideas, then studies the advances, functions, and implications of science in society. The discussion addresses issues such as social use and misuse of science, science fraud, science methods, and the effect on future generations of today's social policies regarding science. Central questions asked include: What is science for? Whom is it for? How does—and how should—society use science?

**Prerequisites:** None. University-level studies in history, science, or social sciences are recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 47 weeks. Refer to page 8.

**JAPN 100****SFU JAPN 100**

3—UNIV

**Introduction to Japanese I**

This is a comprehensive introduction to the Japanese language, including the three writing systems.

**Prerequisites:** None. Native speakers of Japanese or students who received their secondary education entirely within a Japanese-speaking community are not normally admitted. Students with some previous knowledge of Japanese should consult with the instructor for course placement.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

- Courses delivered by OLA are indicated by the red course code.

**JAPN 101****SFU JAPN 101**

3—UNIV

**Introduction to Japanese II**

This course continues the work of JAPN 100.

**Prerequisites:** JAPN 100 or permission of program advisor. Native speakers of Japanese or students who received their secondary education entirely within a Japanese-speaking community are not normally admitted.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 105****SFU KIN 105**

3—UNIV

**Fundamentals of Human Structure and Function**

This course provides students with the basic physiology of the nervous system, endocrine system, cardio-respiratory system, kidneys, and gastro-intestinal system, and with the structure of the muscle.

**Prerequisites:** Grade 11 biology, chemistry, physics are recommended.

**Note:** Kinesiology majors, honours students, and students with credit for KINE 100 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 110****SFU KIN 110**

3—UNIV

**Human Nutrition: Current Issues**

This course is an introduction of the principles of human nutrition with an emphasis on topics of current interest. The material is presented in a Canadian context to focus on nutrition practices and problems in this country. Students gain an understanding of factors affecting food selection and the role of nutrition in maintaining good health. Students develop the ability to discriminate between reliable and unreliable information on the subject of food and nutrition.

**Prerequisites:** None

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 111****SFU KIN 111**

3—UNIV

**Food and Food Safety**

This course includes basic information on food, the safety of the food supply, and current issues around production, storage, and distribution of food.

Students gain an understanding of basic food components, the physical foundations of food science, and the elements of food processing and preservation. Food-borne disease, biotechnology, irradiation of food contaminants and additives in food, Canadian food labelling and advertising regulations, and food consumption trends are examined. Nutritional biochemistry concepts are interfaced with practical questions of food choice and eating practices.

**Prerequisites:** None

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 140****SFU KIN 140**

3—UNIV

**Contemporary Health Issues**

This course explores health from a holistic perspective, in which health is viewed as physical, psychological, and social well-being. It considers genetics, environment, personal health behaviours (such as diet, exercise, stress management, and drug use), socioeconomic status, health care delivery systems, and aging, with the intent to improve students' abilities to evaluate health information.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 142** **SFU KIN 142**

3—UNIV

**Introduction to Kinesiology**

This course examines the basic procedures for the assessment of the status and performance of the individual according to the principles of anthropometry, functional anatomy, biomechanics, exercise physiology, and motor learning.

**Prerequisites:** None. Grade 11 biology, chemistry, physics are recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 143** **SFU KIN 143**

3—UNIV

**Exercise Management**

This course introduces the student to the fields of exercise management and exercise physiology. The importance of individual variation and personal exercise prescription is emphasized.

**Prerequisites:** None. Medical clearance from the student's personal physician is recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 212** **SFU KIN 212**

3—UNIV

**Food and Society**

This course deals with the cultural, social, agricultural, and economic factors which influence food selection and nutrition. Students explore traditional diets of various ethnic groups and diet modifications as immigrants adjust to life in a new country or to an urban setting. The course also examines domestic and global food security, hunger in the developing and developed world, and sustainable methods of meeting the increasing world food demand.

**Prerequisites:** KINE 110, 111

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 310** **SFU KIN 310**

3—UNIV

**Exercise/Work Physiology**

This course is the study of human physiological responses and adaptations to acute and chronic exercise/work. Cardiorespiratory, cellular, and metabolic adaptations are studied and discussed in detail.

**Prerequisites:** SFU KIN 205.

SFU KIN 201 and 207 are recommended. Students with credit for SFU KIN 410 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 312** **SFU KIN 312**

3—UNIV

**Nutrition for Fitness and Sport**

This course examines the theory and application of nutrition for fitness and sport. Students study issues around dietary practices commonly promoted for performance enhancement, including mechanisms, effectiveness, risks, and regulations. Students learn skills for critical evaluation of nutrition research and nutrition claims and employ these in several small-group projects investigating specific nutrition issues and products.

**Prerequisites:** KINE 105 or SFU KIN 205, KINE 110 and SFU KIN 303

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 325** **SFU KIN 325**

3—UNIV

**Basic Human Anatomy**

This is an introductory course for students interested in physical education, health science professions, and liberal arts. It includes brief discussions on applied anatomy, aging, and common dysfunctions and diseases, to enable students to appreciate the relationship between structure and function.

**Prerequisites:** SFU KIN 142 and 205 (or KIN 105 with B grade or higher)

**Note:** This course is intended for those wishing to teach physical education. Students with credit for SFU KIN 326 may not take this course for further credit. This course was formerly numbered KINE 425.

Students with credit for KINE 425 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 367** **SFU KIN 367**

3—UNIV

**Psychology of Motor Skill Acquisition**

This course examines the phases of skill acquisition, the transfer of training, training principles, the retention of motor skills, and the influence of motivation, personality, and social factors on the acquisition of skill.

**Prerequisites:** SFU KIN 207

**Note:** This course was formerly numbered KINE 467. Students with credit for KINE 467 may not repeat this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 444****SFU KIN 444**

3—UNIV

**Cardiac Disease: Prevention and Rehabilitation**

The goal of this course is to provide both basic and practical knowledge of cardiac rehabilitation. Through this course, the student will be better prepared to participate in community- or hospital-based cardiac rehabilitation programs.

**Prerequisites:** KINE 110, SFU KIN 305, 306, and 310. SFU KIN 343 is recommended.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**KINE 461****SFU KIN 461**

3—UNIV

**Physiological Aspects of Aging**

This course is designed for those who require a serious but fairly broad discussion of specific physiological aspects of aging. The overall emphasis is on humans and other mammalian species and the varieties of aging changes they manifest. Students are required to do research outside of the course materials.

**Prerequisites:** KINE 105 or SFU KIN 205 (formerly KIN 100), and KINE 142, and minimum 90 credits

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LARC 421****UBC LARC 421**

3—UNIV

**Creativity and Design Applied**

This course is an exploration of creativity and design using the discipline of landscape architecture as the medium for experimentation. It taps into and applies the student's creativity and design thinking.

**Prerequisites:** None

**Start Date:** September. Registration deadline date applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LIBE 461****UBC LIBE 461**

3—UNIV

**Administration of the School Library Resource Centre**

This WebCT course introduces students to the role and philosophy of the elementary and secondary school library resource centres as they relate to the school's instructional program and to the role of the teacher-librarian. The course also examines the administration and efficient operation of the school library resource centre, various policies and guidelines for school library resource centres, and professional development issues as they relate to implementing an integrated school library resource centre program.

**Prerequisites:** Undergraduate degree; access to school library resource centre

**Equipment Note:** Access to email is required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LIBE 463****UBC LIBE 463**

3—UNIV

**Selection of Learning Resources**

This WebCT course examines the selection of learning materials for school library resource centres. Topics include assessing the collection and developing a school profile; creating collection development and selection policies; selection criteria; selecting print, non-print, and digital resources; selection tools; copyright, censorship, and challenge issues.

**Prerequisites:** Undergraduate degree, knowledge of school libraries

**Note:** This course was formerly numbered UBC LIBE 383.

**Equipment Note:** Access to the Internet and an email account are required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LIBE 465****UBC LIBE 465**

3—UNIV

**Organization of Learning Resources**

This course considers organization, classification, and cataloguing of school library resource centre materials.

**Prerequisites:** Undergraduate degree and some background knowledge of school libraries

**Note:** This course was formerly numbered LIBE 385.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LIBE 467****UBC LIBE 467**

3—UNIV

**Information Services I**

This online course concerns basic principles of the reference process and the study of reference tools used in school library resource centres. Search strategies for information retrieval are considered.

**Prerequisites:** Undergraduate degree and some background knowledge of school libraries

**Note:** This course was formerly numbered LIBE 387.

**Equipment Note:** Access to the Internet and an email account are required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LIBE 477****UBC LIBE 477**

3—UNIV

**Special Topics in Teacher Librarianship**

This is an in-depth study of selected topics in library education. Practical and conceptual issues of researching topics on the Internet are discussed in relation to teaching basic research skills to elementary and secondary school students. Through readings, discussions, and hands-on activities, students develop an understanding of how to use the World Wide Web and other Internet resources to enhance student learning.

**Prerequisites:** Undergraduate degree, knowledge of school libraries. As computer skills are essential for this advanced course, EDCI 398 is recommended for students to upgrade their computer skills.

**Equipment Note:** Access to the Internet and an email account are required.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LING 360****SFU LING 360**

3—UNIV

**Linguistics and Language Teaching**

This course considers the theoretical and practical aspects of second-language learning.

**Prerequisites:** SFU LING 130 and 220, or 310

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 391****UBC LLED 391**

3—UNIV

**Theory and Practice in Reading Instruction**

This course covers theoretical foundations of reading instruction and methods which relate to the theories.

**Prerequisites:** 60 credits

**Note:** Students with credit for UBC LLED 300 or READ/LANE 310 may not take this course for further credit.

This course was formerly numbered LANE 391.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 392****UBC LLED 392**

3—UNIV

**Trends and Issues in Reading Instruction**

This course examines new trends in reading instruction, curricula, and issues which relate to these theories.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered LANE 392.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 441****UBC LLED 441**

3—UNIV

**Introduction to Teaching Children's Literature**

This course considers methods of teaching literature to children. The appraisal of books and authors for children is discussed.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered LANE 341.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 452****UBC LLED 452**

3—UNIV

**Literacy in the Content Areas: Intermediate through Secondary**

This course is concerned with reading instruction and implications for teaching intermediate-school and secondary-school subjects.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered LANE 472.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 462****UBC LLED 462**

3—UNIV

**School Library Resource Centre Programs**

This course examines strategies for workshop presentations, effective communication, and co-operative programs.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered LANE 382.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 469****UBC LLED 469**

3—UNIV

**Resource-Based Teaching**

This course considers principles and practices of teachers and teacher-librarians planning and teaching the curriculum using the resources of the school library resource centre.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered LANE 389.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LLED 479****UBC LLED 479**

3—UNIV

**The Education of Immigrant Students**

This course is an examination of the cultural backgrounds of major ethnic groups. It includes instructional techniques for meeting the needs of immigrant students in the regular classroom with respect to culture and language.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered LANE 379.

**Equipment Note:** Access to email is required for listserv participation.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**LSYS 210****UVIC TECJ 310**

3—UNIV

**Information Technology for Teaching and Learning**

By creating teaching projects and presentations, students learn how to assess both the usability of different technological teaching aids and their ability to communicate to an audience. Students discover that technology-based learning does not need to be complex—simple tools are often most effective.

**Prerequisites:** CMPT 150 or 110, or equivalent

**Equipment Note:** Access to the Internet and Microsoft Powerpoint are required.

**Registration Deadline:** August 1, December 1, April 1

**Start Date:** September, January, May. Refer to page 9.

**Maximum Completion:** 12 weeks

**For marketing courses, refer to ADMN 350, 365, BUSM 151, 155.**

**MACM 101****SFU MACM 101**

3—UNIV

**Discrete Mathematics I**

This course is an introduction to counting, induction, automata theory, formal reasoning, modular arithmetic.

**Prerequisites:** BC Math 12

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**MATH 010 (M) (A)**

PREP

**Practical Mathematics**

This basic-level course provides a review of arithmetic with an emphasis on practical applications and examples. The course is an adult equivalent to completing Grade 9 mathematics.

**Prerequisites:** None

**Note:** Students who need help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

**Equipment Note:** Calculator is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**MATH 014 (M) (A)**

PREP

**Intermediate Mathematics**

Topics include arithmetic and measurement, statistics, geometry, trigonometry, and algebra. The course is equivalent to Grade 10 algebra, and it provides a good preparation for students in technical, business, and scientific fields.

**Prerequisites:** None

**Note:** Students who need help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

**Equipment Note:** Scientific calculator is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

**MATH 024 (M) (A)**

PREP

**Advanced Mathematics**

This advanced-level algebra course is equivalent to Grade 11 algebra.

The course includes an optional review component for students who have not studied algebra for some time. Topics include equations, graphs, polynomials, rational equations, radical equations, and trigonometry.

**Prerequisites:** MATH 014 or Grade 10 algebra or equivalent

**Note:** Students who need help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

**Equipment Note:** Scientific calculator is required. VHS VCR, TV are recommended.

**Special Arrangements:** The TV series *Math Shop* is an optional supplement to this course. For broadcast times, contact Student Services.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

**MATH 026 (M) (A)**

PREP

**Industrial Mathematics**

In this course, basic mathematical skills are applied to problems likely to be encountered in a variety of occupations. The course is designed for those who have difficulty with mathematics, or those starting a new career and requiring a review of basic mathematics. This course can be used to meet the advanced-level mathematics requirement for the Adult Graduation Diploma.

**Prerequisites:** MATH 014 or Grade 10 mathematics or equivalent is recommended.

**Note:** This course was formerly numbered MATH 106. Students with credit for MATH 106 may not repeat this course for further credit.

**Equipment Note:** Calculator with a square root key, a per cent key, and a memory key is required (a parenthesis key is convenient but not essential).

A calculator with the required features can be purchased from Student Services.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

### MATH 034 (M) (A)

PREP

#### Pre-Calculus

This course is equivalent to Math 12 and provides the mathematical foundation for an introductory course in calculus. Topics include a review of basic algebra, equations and inequalities; graphs of functions; polynomial, rational, exponential, logarithmic, and trigonometric functions; trigonometric equations and identities; conic sections; and sequences and series.

**Prerequisites:** MATH 024 or Grade 11 mathematics or equivalent. Some basic algebra is required.

**Note:** Students who need help to find the most suitable mathematics course should contact Student Services for a copy of the Mathematics Self-Assessment.

**Equipment Note:** Scientific calculator is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

### MATH 100 (M) (A)

3—UNIV

#### Pre-Calculus

This course provides the mathematical foundation for an introductory calculus course. In addition to a brief review of basic algebra, the course covers equations and inequalities; functions, models, and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and trigonometric identities and equations.

**Prerequisites:** Grade 11 mathematics, MATH 024, or equivalent. Some basic algebra is required.

**Note:** Only one of MATH 100 and MATH 103 may be taken for credit. Students with credit for MATH 101, 104, 120, or equivalent, may not take this course for further credit.

**Equipment Note:** Good-quality scientific calculator is required. Use of a graphing calculator is not permitted in the final examination.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### MATH 101 (M) (A)

3—UNIV

#### Calculus for Biological and Social Sciences

The emphasis of this course is on applications rather than on theory. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima. Throughout the course, students apply these mathematical tools to a variety of problems, including medical issues, epidemics, carbon dating, memory, and criminology.

**Prerequisites:** One of Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment, is strongly recommended.

**Note:** Only one of MATH 101 and MATH 104, 110, 111, or 120 may be taken for credit. This course does not meet the calculus requirement for the BCOU Associate of Science or Bachelor of Science degree programs.

**Equipment Note:** Good-quality scientific calculator is required. Use of a graphing calculator is not permitted in the final examination.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### MATH 103

### SFU MATH 110



3—UNIV

#### Introductory Mathematics for the Social and Management Sciences

This course covers linear and quadratic functions, sequences and sums, compound interest, exponential and logarithmic functions, counting techniques, and probability.

**Prerequisites:** BC Math 11 or equivalent with minimum C grade, or permission of the department, or SFU's non-credit Basic Algebra course.

**Note:** Students with credit for any mathematics course for which this course (or BC Math 12) is a prerequisite may not take this course for further credit. Only one of SFU MATH 100 and SFU MATH 110 may be taken for credit. This course may not be applied toward mathematics minor, major, or honours degree requirements.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**MATH 104 (M) (A)**

3—UNIV

**Calculus for Business and Management Sciences**

This introductory course emphasizes the application of differential and integral calculus to the problems encountered in business and management science. The course begins with a brief review of algebra in order to ensure that students have the necessary mathematical skills to succeed in the course. This review is followed by an introduction to limits and continuity; students then study differential and integral calculus for polynomial, exponential, and logarithmic functions and their applications to curve sketching, maxima, and minima. (CA)

**Prerequisites:** One of Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment, is strongly recommended.

**Note:** Only one of MATH 104 and 101, 110, 111, or 120 may be taken for credit. This course does not meet the calculus requirement for the BCOU Associate of Science or Bachelor of Science degree programs.

**Equipment Note:** Good-quality scientific calculator is required. Use of a graphing calculator is not permitted in the final examination.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**MATH 107 (A)**

3—COL/UNIV

**Business Mathematics**

This course is designed to introduce the mathematics of management. Students learn such concepts as simple interest, discounts, present value, time value of money, compound interest, annuities, sinking funds, capitalized cost, and bonds and stocks. Each of these topics assumes no prior knowledge of the mathematics of finance. Students are introduced to each of the topics in a step-by-step manner with many examples provided. (AI, CA)

**Prerequisites:** Basic arithmetic and algebra (Grade 11)

**Note:** Students in OLA business programs should take only one of MATH 107 or 150. This course does not meet the mathematics/science requirement for BCOU arts and science degree programs.

**Equipment Note:** Calculator with financial functions is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**MATH 120 (M) (A)**

3—UNIV

**Calculus I**

This is a first course in calculus, primarily for students intending to continue to more advanced courses in calculus and mathematics in general. However, it does present a general picture of calculus, covering differentiation in some detail and introducing integration.

**Prerequisites:** One of Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment. Students should have done well in the prerequisite course in order to succeed in this course.

**Note:** This course was formerly numbered MATH 110. Students with credit for OLA's former introductory calculus courses (MATH 110 and 111) may not repeat this course for further credit. Only one of MATH 120, 104, and 101 may be taken for credit.

**Equipment Note:** Scientific calculator is required. Use of a graphing calculator is permitted in the final examination.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**MATH 121 (M) (A)**

3—UNIV

**Calculus II**

This is a second-semester course in calculus, intended for students who have already completed a solid first-semester course in differential and integral calculus and need to extend their skills in this subject.

**Prerequisites:** MATH 120 or equivalent

**Texts Note:** Students can order required texts from Student Services.

**Equipment Note:** Scientific calculator is required. Use of a graphing calculator is permitted in the final examination.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**MATH 150 (M) (A)**

(OPTION)

3—UNIV

**Finite Mathematics**

This course provides first-year university students with an opportunity to develop mathematical skills in areas other than calculus. It has a numerical leaning tied to solving problems that have direct relevance in the "real world." The topics covered are systems of linear equations, linear programming, finite probability, and descriptive statistics.

**Prerequisites:** One of Principles of Math 11, or Applications of Math 12, or MATH 024, Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment, is strongly recommended.

**Note:** Students with credit for MATH 107 or equivalent may not be required to take this course in OLA business programs.

**Equipment Note:** Scientific calculator is required. Use of a graphing calculator is permitted in the final examination. Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.



**MATH 210 (M) (A)**

3—UNIV

**Calculus III—Multivariable Calculus**

In this course, the elementary calculus of first year is extended to three and more dimensions. The theory is put into practice in the modelling and resolution of situations in the multidimensional real world. There are eight units. The course begins by introducing the concept of vectors and vector functions in three dimensions. In the next units, the calculus of differentiating and integrating vector functions is developed and then applied to solving problems involving curves and surfaces in space. Double and triple integrals in cylindrical, spherical, and generalized coordinate systems, as well as Cartesian, are used to calculate volumes and other physical quantities. In the last unit, Green's Theorem is similarly used to solve problems by transforming surface into line integrals and vice versa.

**Prerequisites:** Two semesters in differential and integral calculus, such as MATH 120 and MATH 121. Students should have done well in these courses in order to succeed in this difficult course.

**Equipment Note:** Good-quality programmable scientific calculator is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**MATH 230 (M) (A)**

3—UNIV

**Linear Algebra**

This course covers the following topics: systems of linear equations, matrix arithmetic, determinants, real vector spaces, linear transformations, eigenvalues, eigenvectors, and diagonalization.

**Prerequisites:** One of Principles of Math 12, or MATH 034, or MATH 100, or equivalent skills as established by assessment. MATH 120, or equivalent skills as established by assessment, is also strongly recommended.

**Equipment Note:** A calculator may be used during the course. Calculators are not allowed in the final examination.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**MUSC 103****UBC MUSC 103**

3—UNIV

**Introduction to the Theory of Music**

This course examines concepts of rhythm, pitch, timbre, and texture. Notation and aural recognition of rhythmic and pitch patterns are studied, along with the basic principles of melody and form.

**Prerequisites:** None

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 6 months

**MUSC 310****UVIC ME 310**

3—UNIV

**Learning to Listen to Music**

This course explores what to listen for and how to listen to music of diverse styles and genres; instructional applications. The course is a survey of the growth and historical development of Western European music from the time of the ancient Greeks to the twentieth century. The course is intended mainly for teaching how to listen to and appreciate music. It also shows how the music of each historical period is related to the literature, philosophy, and art.

**Prerequisites:** None

**Equipment Note:** CD player, computer with access to the Internet, email, sound capability are required.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 325****UVIC NURS 325**

3—UNIV

**Explorations of Nursing Knowledge and Practice**

This introductory course focuses on socio-historical context and philosophical underpinnings informing nursing practice. Students explore how they know about practice and how they enact their practice.

**Prerequisites:** Registered Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 340 (PD)**

3—COL

**Health Review**

This first course in the Nurse Refresher Certificate program helps students to renew their knowledge base in the biomedical and social sciences in preparation for participation in the remainder of the program. The course covers anatomy, physiology, human development, pharmacology, nursing theory, how to obtain and use resources for learning, and changes in nursing.

**Prerequisites:** Admission to the Nurse Refresher Certificate program. Refer to page 68.

**Note:** This course may be taken to fulfill the RNABC requirements for 100 hours of continuing education.

**Special Arrangements:** This course includes teleconferencing with other students and a tutor moderator.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**NURS 341****UVIC NURS 341**

3—UNIV

**Professional Growth: Nursing Inquiry**

This course addresses various modes of nursing inquiry. Relationships between practice, theory, and research are explored. Past and present contributions to nursing knowledge are discussed.

**Prerequisites:** Registered Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 345****UVIC NURS 345**

3—UNIV

**Nurses and Families**

In this course, building on the existing knowledge and experience of registered nurses, students have the opportunity to develop an understanding of health promoting family nursing. Three major domains are explored theoretically and experientially. These domains include health, family, and relational nursing practice.

**Prerequisites:** Registered Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 350**

12—COL

**Nursing Update**

Through a combination of home study and clinical experiences, this course helps students to learn about the theory and practice of nursing today. Students review communication skills and some technical nursing skills.

Students learn about and have an opportunity to apply Orem's self-care model of nursing practice. A lab kit provided in the course permits simulation of practical nursing skills before entry to a clinical agency.

Where possible, the clinical portions of the course take place at a clinical agency in the student's region. For all students, admission to this course and continuance in the program are contingent on the availability of appropriate clinical placement.

**Prerequisites:** Admission to the Nurse Refresher Certificate program and successful completion of NURS 340, or successful completion of NURS 330 and the English requirements of the RNABC.

Admission to the course is dependent on the availability of appropriate clinical placement. Refer to page 68.

**Equipment Note:** Students are required to wear a nurse's uniform and shoes appropriate to the clinical agency and also to have a stethoscope. Access to a blank audiocassette and portable tape recorder with a microphone may be required.

**Special Arrangements:** This course includes teleconferencing with other students and a tutor.

**Start Date:** Dependent on availability of appropriate clinical placement

**Maximum Completion:** 4 months. Refer to page 8.

**NURS 360****UVIC NURS 360**

3—UNIV

**Professional Growth: Research**

This course intends to enhance students' ability to comprehend, critique, and use nursing research. Students critically reflect on various research methodologies. Students experience ways to critically examine their practice in relation to nursing research and to pose researchable questions to inform evidence-based practice.

**Prerequisites:** Registered Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** January, September, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 415****UBC NURS 415**

3—UNIV

**Transitions and Future Perspectives in Nursing Practice**

This course offers a study of the nursing profession, its development and role in Canadian society, and the analysis of current and future issues and trends.

**Prerequisites:** Open to UBC's School of Nursing students and to other health professionals with permission of the instructor

**Note:** Due to curriculum changes, this course is now a combined version of NURS 305 and 405.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

■ Courses delivered by OLA are indicated by the red course code.

**NURS 425**      **UVIC HSD 425**

3—UNIV

**Qualitative and Quantitative Analysis**

This course provides students with a grounding in the techniques commonly used in the analysis of both qualitative and quantitative data. Students engage in the process of qualitative analysis through examining qualitative data, data coding, and thematic construction. A range of descriptive and inferential statistical approaches to quantitative analysis is examined using a computer-based system.

**Prerequisites:** Basic computing and word processing skills

**Prerequisite/Corequisite:** A research course is recommended.

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Equipment Note:** Access to a PC computer with CD-ROM is required (statistical program is not available for Macintosh computers).

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 426**      **UBC NURS 426**

3—UNIV

**Nursing and the Health of Communities**

This application-oriented survey-level course offers a study of epidemiological concepts as they relate to the health of Canadian communities and the application of concepts to the planning of health-care programs.

**Prerequisites:** Open to UBC's School of Nursing students and to other health professionals with permission of the instructor. Knowledge of basic probability and biostatistics is helpful but not a prerequisite.

**Equipment Note:** Access to a computer with CD-ROM is required.

**Start Date:** May, September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 450**      **UVIC NURS 450**

3—UNIV

**Nursing Management**

This course is designed to provide an opportunity to explore concepts and issues in nursing management. The diverse and often conflicting roles of the nurse manager within the Canadian health care context are examined. Knowledge and skills that have been acquired through experience and/or other courses serve as a basis for exploring the roles of today's nurse manager.

**Prerequisites:** Registered Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 453**      **UBC NURS 453**

3—UNIV

**Leadership and Management in Health Care**

This course is a study of the theories, principles, and skills related to leadership and management within contemporary health care.

**Prerequisites:** Open to UBC's School of Nursing students and to other health professionals with permission of the instructor

**Note:** This course is to be offered online in the near future.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 481**      **UVIC NURS 481C**

3—UNIV

**Philosophy and Practice of Palliative Care**

In this course, students examine the care of the terminally ill and their families from a holistic approach. An important theme throughout the course is the identification of the nurse's own attitude toward life, illness, death, and bereavement. The way in which one's own philosophy shapes interactions with those we care for is explored. The course content reflects an interdisciplinary approach drawing from the knowledge and skills of nursing, medicine, and counselling. Emphasis is on participative learning.

**Prerequisites:** Registered Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 483**      **UVIC NURS 483**

3—UNIV

**Advanced Nursing: Teaching and Learning**

**A ten-hour practicum is required.**

This course considers pedagogies that are consistent with a human science paradigm and health promotion perspective. In addition, students are expected to develop their unique approaches to teaching and learning within these perspectives. The course focuses on pedagogical considerations involved in health promotion nursing practice.

**Prerequisites:** Registered Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 486**      **UVIC NURS 486**

3—UNIV

**Mental Health Challenges in Later Life**

This course is designed to assist front-line professionals in working with older persons who experience mental health problems. Studies include stressors affecting emotional health in the elderly; mental health assessment; interventions useful in the management of problematic behaviours in the elderly; environmental strategies for increasing functioning in older people; and community resources for meeting mental health needs.

**Prerequisites:** Registered Nurse or Registered Practical Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 493**      **UVIC NURS 493A**

3—UNIV

**Community Health Nursing**

This course provides opportunities for students to strengthen their knowledge and understanding of theoretical foundations of nursing practice in the community, from a health promotion perspective. Students explore and critique nurses' roles in community health promotion practice (including public health and outpost nursing) and have opportunities to gain knowledge and skills relevant to community health nursing practice.

**Prerequisites:** Registered Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**NURS 495**      **UVIC NURS 493C**

3—UNIV

**Lived Experience of Health in Aging**

The emphasis of this course is on the complex nature of aging and health. Students explore the determinants of health, as well as the common chronic and episodic challenges of health and healing in later life. Changing demographics and societal forces influencing present and future health care of older persons are analyzed and critiqued. In addition, nursing theory and issues related to the delivery of care with older persons are examined. Health promotion, nursing practice, and environments that support healthy aging are integral to this course.

**Prerequisites:** Registered Nurse

**Special Arrangements:** Course manual and texts are purchased from UVic's Bookstore using an order form mailed to registered students by UVic's School of Nursing.

**Start Date:** May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PATH 427**      **UBC PATH 427**

3—UNIV

**Basic Infection Control Principles**

This course, delivered online in a problem-based learning format, introduces students to the principles of infection prevention and control, outbreak investigation and management, surveillance techniques, methods of sterilization and disinfection, as well as other topics pertinent to long-term care, pediatric, and community infection control. The case topics include (but are not limited to) isolation and barrier precautions, surveillance of nosocomial infections, infection control precautions, outbreak investigation, antibiotic resistance, common communicable diseases (e.g., tuberculosis, influenza), pediatric issues in infection control, as well as the unique perspectives of long-term and ambulatory care.

**Prerequisites:** UBC MICB 200

**Note:** This course interests those with a science background, e.g., epidemiology, or those working in a hospital environment and needing specific training in infection control.

**Equipment Note:** Access to the Internet and an email account are required for this online course.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 20 weeks

**PHED 143**      **UVIC PE 143**

3—UNIV

**Scientific, Philosophical, Historical, and Psycho-Sociological Bases of Physical Activity**

This course discusses the relationship of physical activity to education, kinesiology, athletics, health, recreation, and leisure. The contributions made by the sciences of physiology, motor learning, and biomechanics are discussed. Students gain an understanding of the historical, philosophical, and psycho-sociological foundations of physical education and discuss a wide range of contemporary issues as they affect physical activity and active living. It provides basic knowledge of the foundations of physical activity and explores its subdisciplines (kinesiology, leisure service administration, physical education), unifying features, contemporary issues, and possible career opportunities. This course is a prerequisite for entry into all of the programs (B.Ed. in PE; B.Sc. in Kinesiology; B.A. in Leisure Service Administration) of UVic's School of Physical Education.

**Prerequisites:** None

**Equipment Note:** Access to the Internet and email is required. A computer-based Web board is used to communicate with the instructor and to discuss course themes with other students.

**Start Date:** September, January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PHED 243****UVIC PE 243**

3—UNIV

**Foundations of Recreation and Leisure**

This course is an introduction to the nature and scope of recreation; a consideration of past influences and future trends; the role of the recreational professional. The course appeals to practitioners in recreation and leisure services and to undergraduate and graduate-level students in physical education and recreation and leisure services.

**Prerequisites:** None

**Equipment Note:** Access to the Internet and email is required. A computer-based Web board is used to communicate with the instructor and to discuss course themes with other students.

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PHED 252****UVIC PE 252**

3—UNIV

**Leadership Methods for Recreation**

This course provides a theoretical and practical introduction to leadership, teaching, communication, and decision-making skills in recreation and leisure services, sport, and fitness. Field experience is required as part of this course. The course appeals to practitioners in recreation and leisure services, and to undergraduate and graduate-level students in physical education and recreation and leisure services.

**Prerequisites:** None

**Equipment Note:** Access to the Internet and email is required. A computer-based Web board is used to communicate with the instructor and to discuss course themes with other students.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PHIL 100 (M) (A)**

6—UNIV

**Introduction to Philosophy**

This course offers an introduction to the problems and methods of Western philosophy through the study of some influential philosophical writing and doctrines. Topics discussed include logic, legal obligations, social freedom, ethics, metaphysics, and epistemology, topics that make a fascinating and accessible introduction to the discipline.

**Prerequisites:** None

**Note:** Students with credit for PHIL 120 or UBC PHIL 100 or 410, or PHIL 110 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 47 weeks.

Refer to page 8.

**PHIL 110****SFU PHIL 110**

3—UNIV

**Introduction to Logic and Reasoning**

The aim of this course is to familiarize students with fundamental techniques of correct reasoning. Special attention is given to the methods of logic in particular, and to their role in the discovery of truth not only within philosophy but within all forms of rational enquiry.

**Prerequisites:** None

**Note:** Students with credit for PHIL 100 or UBC PHIL 410 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

■ Courses delivered by OLA are indicated by the red course code.

**PHIL 120****UBC PHIL 120**

3—UNIV

**Introduction to Logic and Critical Thinking**

This course provides tools for dealing with both everyday and more technical arguments and concepts, and includes analysis and resolution of confusions, ambiguities, and fallacies.

**Prerequisites:** None

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**PHIL 347****UBC PHIL 349**

3—UNIV

**Philosophy of Religion**

This is a critical and analytical examination of arguments for and arguments against the existence of God, and other related topics.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered PHIL 317 and 349. Students with credit for PHIL 317 or 349 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**PHIL 400****UBC PHIL 400**

3—UNIV

**Morals, Politics, and the Individual**

This course is an introduction to major themes in moral and political philosophy. The course is primarily for fourth-year students with no previous course in philosophy.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered PHIL 410. Students with credit for PHIL 410 may not repeat this course for further credit. Students with credit for PHIL 100 or 110 may not take this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**PHIL 401****UBC PHIL 401**

3—UNIV

**Knowledge, Explanation, and the Nature of Things**

This course considers some influential philosophical writings and doctrines as an introduction to the problems and methods of philosophy. This course is primarily for fourth-year students with no previous course in philosophy.

**Prerequisites:** 60 credits

**Note:** This course was formerly numbered PHIL 411. Students with credit for PHIL 411 may not repeat this course for further credit. Students with credit for PHIL 100 or 110 may not take this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**PHIL 433****UBC PHIL 433**

3—UNIV

**Biomedical Ethics**

This course examines moral problems that arise in the health sciences, especially in medicine but also in biology, psychology, and social work. Among the problems are abortion, death and euthanasia, genetic engineering, behaviour modification, compulsory treatment, experimentation with human beings and animals, and the relationship between professionals and their patients, subjects, or clients.

**Prerequisites:** 60 credits. No philosophical background is required.

**Note:** This course was formerly numbered PHIL 407. Students with credit for PHIL 407 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**PHIL 434****UBC PHIL 434**

3—UNIV

**Business and Professional Ethics**

This course examines moral problems in contemporary business and professional practice, general moral theory, the law, and policy formation. Topics include corporate social and environmental responsibility, employee rights, preferential hiring and affirmative action programs, conflicts of interest, advertising, “whistle blowing,” and self-regulation.

**Prerequisites:** 60 credits

**Start Date:** TBA. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PHIL 435****UBC PHIL 435**

3—UNIV

**Environmental Ethics**

This course considers moral problems that arise in the context of human relationships with nature and with non-human living things; these may be considered in terms of both general moral theory and policy formation. Topics include moral standing, animal rights, obligations to future generations, pollution, hazardous materials, the depletion of natural resources, and the treatment of non-human living things.

**Prerequisites:** 60 credits

**Equipment Note:** Access to the Internet and email is strongly recommended.

**Note:** This course was formerly numbered PHIL 410. Students with credit for PHIL 410 may not repeat this course for further credit. Students with credit for PHIL 100 or 110 may not take this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**PHYS 024 (M)**

PREP

**Introductory Physics**

This advanced-level PREP course is equivalent to Grade 11 physics. Topics include measurement, kinematics, dynamics, heat and relativity, waves, electricity, and nuclear physics.

**Prerequisites:** MATH 024 or Principles of Math 11 or Applications of Math 12 (may be taken concurrently)

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

**PHYS 034 (M)**

PREP

**Senior Physics**

This provincial-level course is equivalent to Physics 12. The main topics include kinematics, dynamics, energy, electricity, magnetism, and quantum physics.

**Prerequisites:** PHYS 024 (or Physics 11) and demonstrated mathematics skills, preferably MATH 034 (or Mathematics 12); alternatively, either registration in MATH 034 with minimum B grade average on several assignments or recent completion of MATH 024 (or equivalent) with minimum B grade, plus completion of PHYS 024 or Physics 11

**Note:** Course includes nine videos.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**PHYS 110 (M) (A)**

3—UNIV

**General Physics I**

This one-semester course is an introduction to mechanics, heat, wave motion, and vibration at a first-year university level.

**Prerequisites:** One of Principles of Math 12, or MATH 034, or MATH 100. Physics 11 or PHYS 024 and a calculus course (such as MATH 101, 104, or 120) are strongly recommended. Physics 12 or PHYS 034 is also recommended.

**Note:** The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of a university physics course.

**Equipment Note:** Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PHYS 111 (M) (A)**

3—UNIV

**General Physics II**

This one-semester course is an introduction to electricity and magnetism, optics, and modern physics at a first-year university level.

**Prerequisites:** PHYS 110 and a calculus course (such as MATH 101, 104, or 120)

**Note:** The combination of PHYS 110 and 111, with their corresponding laboratory courses PHYS 115 and 116, provides the equivalent of a full first year of a university physics course.

**Equipment Note:** Scientific calculator and a set of simple drawing instruments are required. Programmable scientific calculator is strongly recommended but not essential.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PHYS 115**

1—UNIV

**Physics Laboratory I**

In this lab course, students perform experiments illustrating the principles learned in PHYS 110.

- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

- Labs are held for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Prerequisites:** Prior or concurrent registration in PHYS 110 or equivalent

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

**PHYS 116**

1—UNIV

**Physics Laboratory II**

In this lab course, students perform experiments illustrating the principles learned in PHYS 111.

- The offering of all science labs is subject to lab space availability and a minimum enrolment of six students per section. BCOU reserves the right to cancel a lab section in the event the minimum student enrolment is not obtained by the registration deadline.

- Labs are held for a one-week session in Kamloops in the summer. Accommodation is available at campus residences in Kamloops.

**Prerequisites:** Prior or concurrent registration in PHYS 111 and completion of PHYS 110 and 115 or equivalents

**Texts Note:** Students are provided with a laboratory manual and other supplies used at the college where they attend the lab.

**Start Date:** Contact Student Services to confirm course availability and the registration deadline.

**Maximum Completion:** 1 week

**PLNT 409****UBC PLNT 409**

3—UNIV

**Turf Management**

This course includes selection, cultivation, and management of specialized grasses and other ground covers for use in residential and commercial landscaping, recreational and sports turf, golf courses, roadsides, and selected applications.

**Prerequisites:** PLNT 259 or equivalent

**Start Date:** September. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PNRP 101 (PD)**

3—COL

**Practical Nursing in a Changing Health Care System**

This core course is designed to assist returning practical nurses to develop a common philosophical and caring approach and an understanding of required competencies. It is a theory course with learning activities, exercises, assignments, and an examination. It helps the student develop critical thinking skills and become a successful self-directed learner and articulate health care team member.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**PNRP 102 (PD)**

6—COL

**Adapting Practice to the Institutional Setting****Students are required to attend clinicals.**

This course contains both theory and clinical experience. The theory component reviews quality nursing care, and the practical nurse learns how to collaborate and be a member of the health care team. Content covers aging, communication, health, and healing. There are learning activities, exercises, assignments, and teleconferences. The clinical experience is a four-week preceptorship in acute care, long-term care, or a combination of both.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. May be affected by availability of clinical placement. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PNRP 103 (PD)**

9—COL

**Health Promotion, Prevention, and Healing: Adapting Practical Nursing Practice to Different Settings****Students are required to attend clinicals.**

This course enables the student to become an efficient and effective practical nurse who is capable of providing quality nursing care in collaboration with the health care team. The course combines a theoretical component with supervised practice. The clinical component includes a four-week full-time clinical period in a health care facility (acute or long-term care) and two weeks in a community setting.

**Prerequisites:** PNRP 101, clinical requirements. Contact Student Services for admission package.

**Start Date:** Continuous registration. May be affected by availability of clinical placement. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PNRP 104 (PD)**

3—COL

**Adapting Practice to the Community Setting****Students are required to attend clinicals.**

This course is designed to help practical nurses increase their knowledge and skills in community health nursing. Practical nurses lacking the community health component of their previous training may use this for gaining licensure. Nurses presently working in institutions may take this as continuing education. There is both theory and clinical practice.

Clinical experience is in a community health setting.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PNRP 105 (PD)**

6—COL

**A Caring Approach to Mother, Newborn, Infant, and Child****Students are required to attend clinicals.**

This course prepares the student to practise in care settings that include mothers, infants, and children. It is directed toward practical nurses who lack the obstetric/pediatric nursing component in their original training. The full-time clinical experience consists of two weeks at a suitable site.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**PNRP 106 (PD)**

3—COL

**A Caring Approach to Mother and Newborn****Students are required to attend clinicals.**

This course prepares the student to practise in care settings that include mothers and infants. It has been developed for practical nurses who lack the obstetrical component of their previous training. There is a one-week full-time clinical experience.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PNRP 107 (PD)**

3—COL

**A Caring Approach to Infant and Child****Students are required to attend clinicals.**

This course prepares the student to practise in pediatric settings. It has been developed for practical nurses who lack the pediatric component of their training. There is a one-week full-time clinical experience.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PNRP 114 (PD)**

1.5—COL

**Adapting Practice to the Community Setting: Theory**

This theory-only course is designed to help practical nurses increase their knowledge and skills in community health nursing. Practical nurses lacking the community health component of their previous training may use this for gaining licensure. Nurses presently working in institutions may take this as continuing education.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.



**PNRP 116 (PD)**

1.5—COL

**A Caring Approach to Mother and Newborn: Theory**

This theory-only course prepares the student to practise in care settings that include mothers and infants. It has been developed for practical nurses who lack the obstetrical component of their previous training.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PNRP 117 (PD)**

1.5—COL

**A Caring Approach to Infant and Child: Theory**

This theory-only course prepares the student to practise in pediatric settings. It has been developed for practical nurses who lack the pediatric component of their training.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PNRP 260 (PD)**

2—COL

**Head-to-Toe Assessment**

This course enables nurses to update their physical assessment knowledge and skills in a holistic practice context. The course enables the student to conduct a head-to-toe physical assessment; perform various focused assessments; and describe and record assessment findings systematically with a view toward formulating problem statements.

**Prerequisites:** Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PNRP 280 (PD)**

2—COL

**Pharmacology for Practical Nurses Students are required to attend clinicals.**

This course is directed toward practical nurses wanting to update their pharmacology knowledge and skills. The course enables the student to apply the basic concepts of pharmacology to a range of commonly used medications and to safely administer enteral, percutaneous, subcutaneous, and intramuscular medications. Special attention is given to geropharmacology. There is a one-week, full-time clinical experience.

**Prerequisites:** Letter from employer stating intention to provide preceptorship experience. Contact Student Services for admission package.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**POLI 151****SFU POL 151**

3—UNIV

**The Administration of Justice**

This course examines the development of laws and their application to citizen and social groups. Special consideration is given to civil liberties.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

- Courses delivered by OLA are indicated by the red course code.

**POLI 200 (M)**

3—UNIV

**Canadian Government and Politics**

Almost everyone has an opinion about politics, but surprisingly few people really know how government works or what it is supposed to accomplish. This course provides an introduction to the workings of government in Canada. It looks at why some problems in Canadian politics never seem to go away and examines the reasons for the differences of opinion about the role government should play in relation to the economy and society.

**Prerequisites:** None

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**POLI 232****SFU POL 232**

3—UNIV

**United States Politics**

This course considers American political culture (in comparative perspective): constitution (federalism, representative government, Bill of Rights, separation of powers); Congress; presidency; Supreme Court and judicial politics; presidential-congressional politics; elections and voting; parties and lobbies; media.

**Prerequisites:** SFU POL 100 or permission of the department.

**Note:** Students with credit for SFU POL 332 may not take this course for further credit.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**POLI 241****SFU POL 241**

3—UNIV

**Introduction to International Politics**

This course considers the theory and practice of international politics, diplomacy, hot war, cold war, alliances, and the role of leaders.

**Prerequisites:** SFU POL 100 or permission of the department

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PREP 001 (A)**

NC

**Planning Your Future**

This is a non-credit course. Exercises and the course tutor help students evaluate their skills, interest, and values. At the end of the course, students should have the research and decision-making skills to enable them to make educational and vocational choices that are right for them.

**Prerequisites:** None

**Note:** All course materials are supplied.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PSYC 101 (M) (A)**  (OPTION)

3—UNIV

**Introductory Psychology I**

This companion course to PSYC 102 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods as well as current information on such topics as the brain and nervous system, sensation and perception, learning, problem solving, memory, emotion, and motivation.

**Prerequisites:** None

**Note:** Students with credit for PSYC 106 may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PSYC 102 (M) (A)**  (OPTION)

3—UNIV

**Introductory Psychology II**

This companion course to PSYC 101 introduces students to the scientific study of human behaviour. Topics covered include an overview of psychological theories and research methods; human development; personality development; health and stress; psychological disorders and psychotherapy; and selected topics in social psychology, including attitudes, prejudice, conformity, and group behaviour.

**Prerequisites:** None

**Note:** Students with credit for PSYC 107 may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PSYC 106****SFU PSYC 100** 

3—UNIV

**Introduction to Psychology I**

This course acquaints the student with the major issues in contemporary psychology and considers their historical antecedents. Special attention is given to questions of methodology and research design in psychology. Topics in physiological psychology, perception, learning, and motivation are considered.

**Prerequisites:** None

**Note:** Students with credit for PSYC 101 or equivalent may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

■ Courses delivered by OLA are indicated by the red course code.

**PSYC 107****SFU PSYC 102** 

3—UNIV

**Introduction to Psychology II**

This course acquaints the student with major issues in contemporary psychology and considers their historical antecedents. Topics include learning, cognition, social psychology, and abnormal psychology.

**Prerequisites:** PSYC 101 or 106, or equivalent

**Note:** Students with credit for PSYC 101 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 201****SFU PSYC 201**

4—UNIV

**Research Methods in Psychology**

This course is an introduction to the procedures used in psychological research and to the logic underlying them. Topics include the strengths and weaknesses of different approaches to research, the formulation of testable questions, the control of extraneous influences, the measurement of effects, and the drawing of valid conclusions from empirical evidence. The course provides a background for senior psychology courses since it offers a basis for the critical evaluation and conduct of research.

**Prerequisites:** PSYC 101 and 102, or PSYC 106 and 107

**Note:** Only one of PSYC 201 or 210 may be taken for credit.

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 210 (M)**

3—UNIV

**Introduction to Research in Experimental Psychology**

This course introduces students to methods used by researchers in experimental psychology. The two principal aims of the course are to teach students how to be critical consumers of scientific information and how to design, perform, analyze, and report the results of research. This course provides a foundation for more advanced courses in research methods.

**Prerequisites:** None. PSYC 101 and 102, or PSYC 106 and 107, are strongly recommended.

**Note:** Only one of PSYC 210 or 201 may be taken for credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PSYC 220 (M) (A)**

3—UNIV

**Statistics in the Social Sciences**

This course covers basic descriptive and inferential statistical techniques used in analyzing social science research data. The student becomes familiar with ways to organize and analyze data, communicate research results, translate statistical jargon into meaningful English, and understand basic theories underlying statistics, e.g., elementary probability theory.

**Prerequisites:** Principles of Math 12 or MATH 100 or 034. It is recommended that psychology majors take PSYC 210 before taking PSYC 220.

**Note:** Only one of PSYC 220, SFU STAT 101, and STAT 102 may be taken for credit in a BCOU program.

**Equipment Note:** Calculator is required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**PSYC 241****SFU PSYC 241**

3—UNIV

**Introduction to Abnormal Psychology**

This course introduces students to the area of abnormal psychology. Topics include the definition and classification of pathological behaviour, factors involved in the development of pathology, and evaluation of therapy outcome.

**Prerequisites:** PSYC 101 and 102, or PSYC 106 and 107

**Note:** Students with credit for PSYC 245, 300, or SFU PSYC 340 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 245 (M) (A)**

3—UNIV

**Abnormal Psychology**

This course is based on the telecourse *The World of Abnormal Psychology*, which includes thirteen one-hour video programs. It introduces students to the full range of behavioural disorders, looking at biological, psychological, and environmental influences. The course covers different approaches to treatment and presents current research on psychological disorders.

**Prerequisites:** None. PSYC 101 and 102 or PSYC 106 and 107 are recommended.

**Note:** Students with credit for PSYC 241, 300, or SFU PSYC 340 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PSYC 255 (M)**

(OPTION)

3—UNIV

**Introduction to Childhood and Adolescence**

This course covers development from conception through adolescence, focusing on the mutual influence of child and context. Topics include major developmental principles; research methods; genetics; prenatal development; cognition, memory, and language development; and socialization.

**Prerequisites:** None

**Note:** Students with credit for PSYC 344, 345, SFU PSYC 250, 351, 355, or UBC PSYC 301, 315 may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PSYC 280****SFU PSYC 280**

3—UNIV

**Introduction to Biological Psychology**

This course surveys a variety of biological approaches to understanding behaviour, including research from allied disciplines relevant to the biopsychological analysis of behaviour. Topics include genetic basis of normal and abnormal behaviour, psychobiology of development, intelligence, aggression, biological approaches to mental illness, learning disabilities, and the behavioural effects of drugs, hormones, biorhythms, brain damage, and environmental enrichment.

**Prerequisites:** PSYC 101 and 102 or PSYC 106 and 107. First-year biology is recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 300****UBC PSYC 300**

6—UNIV

**Behaviour Disorders**

This course examines the definition, history, and scope of deviant behaviour, with emphasis on the psychological factors that control its origins, maintenance, and modification. Course topics include the historical development of beliefs in abnormal psychology; the impact of contemporary scientific practice on our understanding of the disorders; classification systems covering abnormal behaviour; clinical and research methods in the study of abnormal behaviour; and the disorders of anxiety, depression, social problems, stress disorders, schizophrenia, and organic syndromes (brain dysfunction, mental retardation) and the treatment of these disorders.

**Prerequisites:** 60 credits, including PSYC 101 and 102 or PSYC 106 and 107; or 6 credits of 200-level psychology courses

**Note:** Students with credit for PSYC 241, 245, or SFU PSYC 340 may not take this course for further credit. This course was formerly numbered PSYC 437. Students with credit for PSYC 437 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**PSYC 304****UBC PSYC 304**

6—UNIV

**Brain and Behaviour**

This course is about the physiological basis of behaviour for non-psychology majors or for psychology majors who are not in UBC's B.Sc. program. It focuses on what is known about brain processes involved in perception, motivation, aggression, emotion, psychopathology, and learning.

**Prerequisites:** 60 credits, including 6 credits of 200-level psychology courses, or permission of the instructor

**Note:** This course was formerly numbered PSYC 438. Students with credit for PSYC 438 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**PSYC 308****UBC PSYC 308**

6—UNIV

**Social Psychology**

This course examines the theory and research of individual social behaviour, social motivation, attitudes, group interaction, socialization, racial prejudice, and related topics. It focuses on the relation between individual, interpersonal, and group processes in the following topic areas: person perception and social cognition; liking; attraction and sexual conduct; pro- and anti-social behaviour; attitudes and persuasion; group dynamics and social influence; prejudice, stereotyping, and intergroup relations. Readings cover the application of social psychology to the study of courtroom procedure, health, education, communication, the quality of life, domestic violence, and other social issues.

**Prerequisites:** 60 credits, including PSYC 101 and 102 or PSYC 106 and 107; or 6 credits of 200-level psychology courses

**Note:** Students with credit for PSYC 260, 361 or 362, UBC PSYC 450, or SFU PSYC 360 may not take this course for further credit. This course was formerly numbered PSYC 451. Students with credit for PSYC 451 may not repeat this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**PSYC 309****UBC PSYC 309**

6—UNIV

**Cognitive Processes**

This course examines the contribution of cognitive processes to perception, attention, and memory. It is an examination of cognitive development, language, thinking, and creativity. What has cognitive psychology discovered about perception, memory, thought, and other mental processes, and what do these discoveries mean at a practical as well as a theoretical level? To address these questions, this course surveys both classic and contemporary cognitive research spanning a broad spectrum of subjects, from the simple to the complex (e.g., identifying a letter of the alphabet versus imagining a trip across town) and from the familiar to the fantastic (e.g., failing to recall a newly learned phone number versus failing to recognize well-known faces—including a student's own).

**Prerequisites:** 60 credits, including 6 credits of 200-level psychology courses; or PSYC 101 and 102 or PSYC 106 and 107; or equivalent

**Equipment Note:** Access to the Internet is required to search e-journals at UBC's Extension Library.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**PSYC 314****UBC PSYC 314**

3—UNIV

**Health Psychology**

This course provides a general introduction to the psychology of health. Topics covered include research methods in health psychology, health behaviour, stress, coping, social support, patient-practitioner relations, pain and pain behaviour, and the role of psychological and social factors in the etiology and course of chronic and terminal illness.

**Prerequisites:** UBC PSYC 100 or 6 credits of 200-level psychology or permission of the instructor

**Equipment Note:** Access to the Internet is required, with Netscape Navigator 4.7 or higher, or Microsoft Internet Explorer 4.5 or higher.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 315****UBC PSYC 315**

3—UNIV

**Childhood and Adolescence**

This course is designed to provide a background in theory and research in the cognitive, personal, and social development of the child.

**Prerequisites:** 60 credits, including PSYC 101 and 102 or PSYC 106 and 107; or 6 credits of 200-level psychology courses

**Note:** Students with credit for PSYC 344, 345, 440, or 445, UBC PSYC 301, or SFU PSYC 250, 351, or 355 may not take this course for further credit.

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**PSYC 320****UBC PSYC 320**

6—UNIV

**Psychology of Gender**

This course is an examination of physical, psychological, and cultural influences.

**Prerequisites:** 60 credits, including PSYC 101 and 102 or PSYC 106 and 107, or equivalent; or 6 credits of 200-level psychology courses

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**PSYC 344 (M) (A)**

3—UNIV

**Developmental Psychology of Children**

This course explores normal human development from conception to middle childhood. A major focus is on the various genetic, environmental, social, familial, and cultural factors that influence development. The course has been designed to highlight cross-cultural research on development. Topics include major theoretical issues and research methods, prenatal development and birth, physical development throughout childhood, development of cognition and language, socialization (moral and sex-role development), and personality.

**Prerequisites:** PSYC 101 and 102 or PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate the understanding of research methodology.

**Note:** Students with credit for UBC PSYC 301 or 315 or PSYC 250 or SFU PSYC 351 may not take this course for further credit. This course was formerly numbered PSYC 440. Students with credit for PSYC 440 may not repeat this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PSYC 345 (M) (A)**

3—UNIV

**Adolescent Development**

This course covers the adolescent years, continuing from where PSYC 344 finished. In addition to presenting the general theoretical issues and methods of studying development, the course covers physical, cognitive, personality, and social development during adolescence, in the contexts of family, peer group, school, work, and culture. Specific topics covered in depth are identity, autonomy, sexuality, and moral development. Although the focus is on normal development, there is some discussion of behavioural and emotional problems such as delinquency, substance abuse, depression, suicide, and eating disorders. This course has been designed to highlight cross-cultural research.

**Prerequisites:** PSYC 101 and 102 or PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate the understanding of research methodology.

**Note:** Students with credit for UBC PSYC 301 or 315 or SFU PSYC 355 may not take this course for further credit. This course was formerly numbered PSYC 445. Students with credit for PSYC 445 may not repeat this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**PSYC 346 (M)**

3—UNIV

**Psychology of Adulthood and Aging**

This course is designed to provide an accurate understanding of the psychological changes that people experience as they grow older. This includes identifying specific types of psychological changes and examining the dynamic forces that underlie and produce change. Topics covered are research techniques, theoretical approaches, memory, intelligence, personality, social forces, and psychopathology. The course covers the adult lifespan: young and middle adulthood and old age.

**Prerequisites:** PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate the understanding of research methodology.

**Note:** This course was formerly numbered PSYC 446. Students with credit for PSYC 446 or 357 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PSYC 357** **SFU PSYC 357**

3—UNIV

**Adulthood and Aging**

This course considers human development from young adulthood to old age. Included are theories of adult development and aging, environmental and biological factors in aging, and the effects of aging on sensation, perception, learning, cognition, personality, psychopathology, and social relations.

**Prerequisites:** PSYC 201 or 210, and 250 or 255 (or SFU PSYC 350 or 351)

**Note:** Students with credit for PSYC 346 or 446 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**PSYC 361 (M) (A)**

3—UNIV

**Social Psychology I**

This course introduces the field of social psychology, focusing on how we think about and interact with others. Topics covered are person perception, social cognition, attitudes, prejudice, and interpersonal relations.

**Prerequisites:** PSYC 101 and 102, PSYC 106 and 107, or equivalent skills and knowledge. PSYC 210 (or equivalent) is recommended to facilitate the understanding of research methodology.

**Note:** Students with credit for PSYC 260, 308, or SFU PSYC 360 may not take this course for further credit.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**PSYC 369** **SFU PSYC 369**

3—UNIV

**Law and Psychology**

This course introduces students to the area of law and psychology. The role of psychology in the legal system is discussed. Topics include social psychology and law, developmental psychology and law, juvenile justice, experimental psychology and law, mental disability and law, and the influence of psychology in the legal system.

**Prerequisites:** PSYC 201 or 210

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

■ Courses delivered by OLA are indicated by the red course code.

**SCIE 010 (M)**

PREP

**General Science**

This course is equivalent to a Grade 10 science course. Students are introduced to the three main branches of science (physics, chemistry, and biology) and the Scientific Method. The content of this course covers the human body, nutrition, and the five senses. It also introduces the SI (metric) system, energy, and radioactivity and nuclear power. For added interest, a unit on astronomy is included. The intention is to give a general understanding of what science is about and to provide training in the basic skills of science. Students develop skills of observation, analysis, and calculation as they work through the course.

**Prerequisites:** MATH 010 or equivalent is recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**SOCI 101 (M) (A)**

(OPTION)

3—UNIV

**Introduction to Sociology I**

Together with SOCI 102, this course is an introduction to the discipline of sociology. Because humans are social by nature, all of us are members of various social groupings and are located in a social system; we can only achieve an adequate understanding of ourselves after we have acquired the tools to understand that social system. In this course, students learn to understand that social system and how it shapes and influences us all as individuals. Students learn the concepts basic to the sociological perspective, understand the importance of the transformation of Western society, examine the concepts that have been developed to describe capitalist society, and explore the sociology of Canada.

**Prerequisites:** None. This course or equivalent is a prerequisite to advanced sociology courses.

**Note:** Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### SOCI 102 (M) (A)



(OPTION)

3—UNIV

#### Introduction to Sociology II

Together with SOCI 101, this course is an introduction to the discipline of sociology. By means of a systematic analysis of the character of modern Western capitalist society, and building on the concepts and perspectives introduced in SOCI 101, this course examines issues such as liberal ideology, inequality, the role of the state, socialization for work, the role of the family, and problems of deviance.

**Prerequisites:** None. SOCI 101 or equivalent skills and knowledge are recommended.

**Note:** Students with credit for SOCI 150 (formerly SOCI 100) may not take this course for further credit.

**Texts Note:** Students can order required texts from Student Services.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### SOCI 103

### SFU SA 100

4—UNIV

#### Perspectives on Canadian Society

This course is an examination of Canadian society from the perspective of the social sciences—an introduction both to the nature of Canadian society and to the use of sociological and anthropological concepts applied to the analysis of modern societies in general. This course is meant to appeal to those who specifically wish to expand their knowledge of Canadian society, and also to those who may be considering further work in sociology and anthropology. Topics considered include class structure, the nature of Canada's population, regional variation, gender relations, multiculturalism, Native issues.

**Prerequisites:** None

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### SOCI 150

### SFU SA 150

4—UNIV

#### Introduction to Sociology

This course is the study of basic concerns of sociology, such as social order, social change, social conflict, and social inequality.

**Prerequisites:** None

**Note:** Students with credit for SOCI 101 or 102 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

### SOCI 222 (M) (A)



(OPTION)

3—UNIV

#### The Sociology of Crime

Using a social constructionist perspective, this course challenges many of our assumptions about the criminal justice system. The course focuses on the creation of law, police work, activities of courts, and the experience of incarceration. This course provides an excellent introduction to the application of social theory.

**Prerequisites:** None

**Note:** Students with credit for SOCI 422 may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### SOCI 250

### SFU SA 250



4—UNIV

#### Introduction to Sociological Theory

This course is an account of sociological theory, outlining the main ideas and concepts of the principal schools of thought.

**Prerequisites:** SOCI 102 or 150

**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

- Courses delivered by OLA are indicated by the red course code.

**SOCI 316****SFU SA 316**

4—UNIV

**Tourism and Social Policy**

This course examines tourism from the perspective of sociology and anthropology, focusing primarily on the social and cultural impacts of tourism and the social policy implications of tourism development in different societies.

**Prerequisites:** SOCI 102 or 150 and one 200-level sociology or sociology/anthropology course

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**SOCI 345****SFU SA 345**

4—UNIV

**Issues in Canadian Ethnic Relations**

This course is a survey of current issues in ethnic and intercultural relations in Canada, considered in the context of demographic trends and policy development.

**Prerequisites:** Any two of SFU SA 100, SOCI 150 (SFU SA 150), SFU SA 201

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**SOCI 386****SFU SA 386**

4—UNIV

**Native Peoples and Public Policy**

This course is an examination of relations between Natives and non-Natives, indigenous peoples and governments in Canada. The consequences of these relations for the lives of Native peoples.

**Prerequisites:** SFU SA 101 and one of SFU SA 201, 263, 286, or 293

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

- Courses delivered by OLA are indicated by the red course code.

**SOCI 420****SFU SA 420**

4—UNIV

**Sociology of Aging**

This course looks at the structural and behavioural implications of aging.

Topics included are demographic aspects of aging; the relationship of aging to political, economic, familial, and other social institutions; and the psychological significance of aging.

**Prerequisites:** SOCI 150 or 102 and one 200-level sociology or sociology/anthropology course

**Special Arrangements:** There are two teleconferences which are strongly recommended.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**SOCI 422 (M) (A)**

(OPTION)

3—UNIV

**The Social Construction of Crime and Deviance**

This is an advanced examination of the processes involved in the social construction of crime and deviance from the perspectives of structural conflict, symbolic interactionism, and ethnomethodology. The course looks at the work of citizens, legislators, police, courts, welfare agencies, schools, and other groups in the creation of deviance and deviants.

It is delivered from a distinctly interpretive point of view and thus has no interest in the causes of crime or recommendations for reducing crime or deviance. The course is grounded in numerous examples of real-life situations, and students are encouraged to apply the conceptual and theoretical materials to their own lives and work experiences. Fieldwork or project work may be undertaken as part of the evaluation process.

**Prerequisites:** None

**Note:** Students with credit for SOCI 222 may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**SOCI 430 (M) (A)**

(OPTION)

3—UNIV

**Sociology of Families: Modern Family Life in Global Perspective**

Using a historical and comparative approach, this course examines modern families and shows how they are different from those of other societies and other times. Sociological ideas are used to understand the causes and consequences of the transformations of family life that continue to take place worldwide.

Changes in family bonds and relationships, gender roles, marriage, partnership breakdown, and domestic conflict are among the issues studied.

**Prerequisites:** SOCI 101 or equivalent skills and knowledge

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**SOCI 431 (M)**

3—UNIV

**Sociology of Families: Families in a Multicultural World**

This is an exploration of cultural diversity among the world's family systems. The course compares families from Asia, Africa, and North America to show how households, family relationships, and community bonds vary from society to society. This cross-cultural study demonstrates that there is no universal family unit, but a great variety of organizational forms and value systems. Sociological perspectives are used to help understand some of the reasons why different family forms occur and how they have been shaped by their social context. Canadians live in a multicultural country made up of people who have different values, backgrounds, and family organizations. By learning about and understanding these differences, students are helped to distinguish between legitimate critique and ethnocentric bias.

**Prerequisites:** SOCI 101, or equivalent skills and knowledge



**Texts Note:** Students can order required texts from Student Services.  
**Start Date:** Continuous registration. Refer to page 8.  
**Maximum Completion:** 30 weeks. Refer to page 8.

### SOIL 200 UBC SOIL 200

3—UNIV

#### Introduction to Soil Science

**Students are required to attend an intensive two-day lab at UBC (date TBA).**

This course examines physical, chemical, and biological properties of soils as well as soil formation, classification, use, and conservation.

**Prerequisites:** First-year university mathematics, chemistry, and physics, or equivalent skills and knowledge  
**Special Arrangements:** A lab fee is required.

**Start Date:** January. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 6 months

### SOST 024 (M) (A)



PREP

#### Exploring Canadian Issues

This is a social studies course at the Grade 11 level. It is designed to inform students about a wide range of issues facing Canadians today—and to engage students in inquiry and action on the issues that they find relevant. The course combines history with current topics. Themes of cultural, economic, environmental, social, and political significance are presented throughout the course.

**Prerequisites:** Grade 10 social studies is recommended.

**Equipment Note:** Access to the Internet is required. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 36 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

### SOST 028 (M)

PREP

#### Canada and the Contemporary World

In this course, students examine some of the major global issues of our time, including population pressures, food shortages, urbanization, environmental damage, and technological change.

(Grade 11 social studies equivalency)  
**Prerequisites:** Grade 10 social studies is recommended.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### SPAN 100 (M)



(OPTION) 3—UNIV

#### Introduction to Spanish I

This course is designed for students with little knowledge of the language to begin their study of Spanish at the university level. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish* produced by WCBH/Boston, the course emphasizes the development of both oral and written communicative abilities. The *Destinos* series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by phone.

**Prerequisites:** None. Basic knowledge of Spanish is highly recommended.

**Note:** Students who speak Spanish as their first language may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### SPAN 101 (M)



(OPTION) 3—UNIV

#### Introduction to Spanish II

This course is the continuation of SPAN 100. Based on the highly praised Spanish language series *Destinos: An Introduction to Spanish* produced by WCBH/Boston, this course continues the development of both oral and written communicative abilities. The *Destinos* series introduces the student to the diverse cultural contexts in which Spanish is spoken and emphasizes the cultural differences among Spain, Central America, and South America. Several oral assignments are completed by phone.

**Prerequisites:** SPAN 100 or equivalent  
**Note:** Students who speak Spanish as their first language may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Texts Note:** Students can order required texts from Student Services.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

### SSWP 107



3—COL

#### An Introduction to Fieldwork in Social Services: Practicum I

This course exposes students to a variety of social service settings within their community. A combination of 72 hours of fieldwork (comprising 6 hours a week for a twelve-week period) and home study helps students to integrate theory and knowledge into their social service work.

**Prerequisites:** Admission to the Social Service Worker program, ENGL 107, SOCI 102, SSWP 200 and 355

**Equipment Note:** VHS tape and access to a video camera to record an interview assignment are required.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**SSWP 109 (PD)**

4—COL

**Introductory Counselling Skills for Social Service Workers**

This course provides the opportunity to acquire basic communication and interviewing skills. Using a problem-solving model, students learn how to work with clients to identify issues, and through role playing practise and demonstrate new skills. Before completing the final assignment, students are required to complete SSWP 110.

**Prerequisites:** None**Corequisite:** SSWP 110**Equipment Note:** VHS tape and access to a video camera to record an interview assignment are required.**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 30 weeks.

Refer to page 8.

**SSWP 110 (PD)**

1—COL

**Weekend Workshop for Introductory Counselling Skills**

This two-day workshop, to be taken concurrently with SSWP 109, is designed to give students the opportunity to practise and receive feedback on their core communication, interviewing, and counselling skills and on their ability to apply the problem-solving model in case-simulation scenarios. The workshop is usually held at the Open Learning Agency, Burnaby, BC. Travel expenses to get to the weekend workshop are the student's responsibility. Enrolment may be limited.

**Prerequisites/Corequisite:** SSWP 109, completion of four assignments in SSWP 109**Start Date:** TBA. Refer to page 8.**Maximum Completion:** 15 weeks

- Courses delivered by OLA are indicated by the red course code.

**SSWP 200 (PD)**

3—COL/UNIV

**An Introduction to Social Work Practice**

Through a historical overview of social work and an introduction to its ethics, this course helps students to reflect on the basis of social work practice. Emphasis is on change, the various helping theories, and how invisible walls of racism, sexism, classism, heterosexism, ableism, and ageism produce and sustain inequalities in society.

**Prerequisites:** None**Equipment Note:** Audiocassette and access to VCR and audiocassette recording equipment are required.**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 30 weeks.

Refer to page 8.

**SSWP 207**

3—COL

**Practicum II—Block Placement**

This is a four- to six-week block placement assignment in a social service agency other than the student's current job.

**Prerequisites:** All previous course work is to be successfully completed prior to commencing the block placement: ENGL 107, SOCI 102, SSWP 200, 355, 107, 109, 110, 212, and an elective.**Start Date:** TBA. Refer to page 8.**Maximum Completion:** 4 months.

Refer to page 8.

**SSWP 212 (PD)**

3—COL/UNIV

**Social Welfare**

This course examines the social welfare state in Canada and social service work within this context and explores the impact of the media and globalization on social policy. Particular focus is given to the ideological analysis of social welfare policies on human service delivery and social problems.

**Prerequisites:** None. SSWP 200 is recommended.**Note:** This course was formerly numbered SSWP 112.**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 30 weeks.

Refer to page 8.

**SSWP 355 (A) (PD)**

3—COL/UNIV

**Human Development**

This course introduces concepts and models of how human behaviour is acquired, maintained, and modified. Students learn some of the key changes that occur at various stages of the life cycle and how knowledge of human development can contribute to effective intervention in practice.

**Prerequisites:** None**Note:** Only one of SSWP 355 and CYCA 366 may be taken for credit.**Equipment Note:** Audiocassette and access to audiocassette recording equipment are required.**Start Date:** Continuous registration.

Refer to page 8.

**Maximum Completion:** 30 weeks.

Refer to page 8.

**STAT 101****SFU STAT 101**

3—UNIV

**Introduction to Statistics**

This is an introductory course in the collection, description, analysis, and summary of data, including concepts of frequency distribution, parameter estimation, and hypothesis testing.

**Prerequisites:** BC Math 11 (or equivalent) or basic algebra (see beginning-level requirements in the SFU calendar)**Note:** Students with credit for SFU ARCH 376, BUEC 232 (formerly 332), or STAT 270 (formerly MATH 272 and 371), or ECON 310 may not take this course for further credit. Students with credit for SFU STAT 102, 203 (formerly 103), MATH 101 or 102, or PSYC 220 or OLA STAT 102 may not take this course for further credit.**Equipment Note:** For specific computer requirements, refer to the course outline at [www.sfu.ca/cde](http://www.sfu.ca/cde)**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.**Maximum Completion:** 13 weeks

**STAT 102 (M) (A)**

3—COL/UNIV

**Introduction to Probability and Statistics**

This is an introductory course on the concepts and methods of statistics, covering topics such as variability, randomness, and probability. A statistical software program is used to facilitate the analysis of data sets and the understanding of statistical concepts, and to carry out simulation of experiments. Many jobs or professions require that objective decisions be made based upon statistical data. To help with these kinds of decisions, the course shows how to collect, analyze, and interpret data correctly. The course also shows how to present data to others in ways that are clear and accurate. (AI, CA, CGA, CMA)

**Prerequisites:** Although this course does not involve complex mathematics, Principles of Math 11, or Applications of Math 12, or equivalent skills as established by assessment, is recommended as the minimum mathematical knowledge required. Students lacking the required mathematical background are advised to take a preparatory course before attempting this course. **Note:** This course was formerly numbered MATH 102. Students with credit for MATH 102 may not repeat this course for further credit. Only one of STAT 101 (SFU STAT 101), STAT 102, and PSYC 220 may be taken for credit in a BCOU program.

**Equipment Note:** Access to a computer with CD-ROM capability (Pentium or higher microprocessor; minimum 16 MB of RAM; 6 MB of available storage in the hard drive) and Internet connection, Windows 95, 98, 2000, or NT, Minitab statistical software (bundled with the course text) are required. Good quality scientific calculator is required. **Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**WKPL 110 (M) (A)**

3—COL

**Leadership Skills**

Modern supervision challenges and the functions of the supervisor are the focus of this online course. Workplace issues such as ensuring high quality, working with teams, meeting high ethical standards, and using modern technology are examined. The functions of planning, the efficient use of organizational resources, and decision making are presented. Leadership styles and what it takes to be a successful supervisor are explored. The course design enables students to study the topics that suit their interests and workplace needs. Students select six topics out of seven for their course in consultation with their tutor. (CPA)

**Prerequisites:** Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting.

**Note:** Students with credit for BUSM 111 or 113 (edition 1) or CYCA 361 may not take this course for further credit.

**Equipment Note:** Access to the Internet is required. Refer to page 83.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**WKPL 130 (M) (A)**

(OPTION)

3—COL

**Interpersonal Skills**

This course is designed to help develop an awareness of appropriate methods of communication and how they enhance a student's interpersonal skills. Emphasis is placed on the role that communication skills play in forming the basis for effective interpersonal relations in the workplace. Topics covered in the course include communicating effectively, motivating employees, improving productivity, "problem" employee supervision, managing time and stress, and managing conflict and change. The course design enables students to study the topics that suit their interests and workplace needs. The first topic, "Communications," is mandatory; however, students select their remaining (four out of five) topics in consultation with their tutor. (CPA, CUIC)

**Prerequisites:** WKPL 110 (or concurrent registration) is recommended. Fluency in English. As students complete work-based projects, they should be able to use their work experience to carry out on-the-job observations and to apply their knowledge in a workplace setting. **Note:** Students with credit for CMNS 115 may not take this course for further credit.

**Equipment Note:** Computer is required for the online version of this course. Refer to page 83.

**Texts Note:** The text for the online version of this course is, at the time of publication, the same as the text used in WKPL 110 and is not automatically included in the course fee. Contact Student Services to confirm text requirements.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

**WKPL 150 (M) (A)**

3—COL

**Human Resource Development**

This online course provides an understanding of the supervisor's role in promoting the effective use of human resources within a work unit. The specific subjects include selecting employees, providing orientation and training, appraising performance, and safety and health issues. The course design enables students to study the topics that suit their interests and workplace needs. Students select their topics in consultation with their tutor. (CPA)

**Prerequisites:** WKPL 110 (or concurrent registration) and employment in a supervisory capacity are recommended.

**Note:** Students with credit for WKPL 150 (edition 1) or BUSM 122 may not take this course for further credit.

**Equipment Note:** Access to the Internet is required. Refer to page 83.

**Texts Note:** The text for this course is, at the time of publication, the same as the text used in WKPL 110 and is not automatically included in the course fee. Contact Student Services to confirm text requirements.

**Start Date:** Continuous registration. Refer to page 8.

**Maximum Completion:** 30 weeks. Refer to page 8.

■ Courses delivered by OLA are indicated by the red course code.

**WOOD 475****UBC WOOD 475**

3—UNIV

**Wood Properties, Identification, and Uses**

This course considers the elementary chemical, physical, and mechanical properties of wood and their variations in relation to structure; identification by hand lens features; the manufacture of lumber, pulp, and composite wood products.

**Prerequisites:** FRST 111

**Note:** This course replaces *Manufacture of Forest Products* in the Professional Forester program. This course is not available for credit to wood science and industry students.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

**WOST 102****SFU WS 102**

3—UNIV

**Introduction to Western Feminism**

This course is a historical and comparative survey of feminism in the twentieth century in Western Europe and North America.

**Prerequisites:** None

**Note:** Students with credit for SFU WS 100 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**WOST 103****SFU WS 101**

3—UNIV

**Introduction to Women's Issues in Canada**

This course is an interdisciplinary study of current issues related to women's experiences in Canada. The focus is on women's interaction with social structures and public policy and how these differ for different women's circumstances.

**Prerequisites:** None

**Note:** Students with credit for SFU WOST 100 or 101 may not take this course for further credit.

**Start Date:** September, January, May, subject to availability. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 13 weeks

**WOST 224****UBC WMST 224**

6—UNIV

**Women in Literature**

This Web-based course takes as its focus a range of literary representations of women and of femininity. Students examine how, in literary and pop cultural texts, women's experiences and identities are shaped by societal definitions of gender, constructions of race, sexuality, and class, and experiences of colonization and dispossession from history. In the process, students are led to question a number of assumptions, including the very nature and definition of identity itself. Throughout this exercise, students also examine the way in which, in the process of interrogating identity, these writers are also rewriting the very nature of the story, the poem, or history itself.

**Prerequisites:** 6 credits of university-level or college-level English

**Equipment Note:** Access to the Internet is required.

**Start Date:** September, January, May. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 11 months

**WOST 300****UBC WMST 300**

3—UNIV

**Introduction to Gender Studies**

This course is an interdisciplinary exploration of gender, sexual identity, and gender relations, emphasizing historical and cross-cultural aspects and the social construction of masculinity and femininity.

**Prerequisites:** 60 credits

**Start Date:** September, November, January, March, May, July. Registration deadline applies. Refer to page 9.

**Maximum Completion:** 8 months

- **SFU DISTANCE EDUCATION**
- **UBC DISTANCE EDUCATION**
- **UVIC DISTANCE EDUCATION**
- **RRU DISTANCE EDUCATION**
- **UNBC DISTANCE EDUCATION**
- **LEARN BC**

In 1984, the government of British Columbia established the University Consortium to increase access to university courses offered at a distance. The Open Learning Agency (OLA) was selected to be the central administrative headquarters for the University Consortium.

This arrangement allows students to begin a program of study offered by member institutions Simon Fraser University (SFU), the University of British Columbia (UBC), and the University of Victoria (UVic) by registering through OLA for distance education courses delivered by these institutions, without having to be admitted to the institution. Currently 322 courses (listed in this calendar and on the Website) are offered through this partnership, thereby giving students increased access to a university education through distance learning.

New partners Royal Roads University (RRU) and the University of Northern British Columbia (UNBC) have joined the University Consortium. Although their courses are not available for registration through OLA, some information about their programs is provided in this section. Interested students should contact the individual institutions for more information.

BCOU is also a partner in the Canadian Virtual University (CVU) and in DISTANCE-BC.CA. Information about these and other Web resources is provided in this section and at Learn BC on the Web.

## SFU Distance Education

[www.sfu.ca](http://www.sfu.ca)

- Register for courses through OLA.

Simon Fraser University (SFU) offers several certificate, diploma, and degree programs in part or completely by distance education. All programs have limits to the total number of transfer credits permitted. Within these limits, credits may be transferred for all courses passed that are acceptable under SFU policies. A student can only be awarded an SFU certificate, diploma, or degree by becoming an SFU student. To do so, prospective students must apply for admission to SFU and meet admission requirements and deadlines. Once admitted, students in most cases must also apply to the school or department for acceptance into the specific program.

For more information about transfer credit or applying for admission to SFU, contact the Admissions Office, phone: 604-291-3397 or email: [undergraduate-admissions@sfu.ca](mailto:undergraduate-admissions@sfu.ca) or refer to the Website: [www.reg.sfu.ca](http://www.reg.sfu.ca)

### Distance Education Programs

For information about program requirements, contact the Centre for Distance Education (CDE), phone: 604-291-3524 or 1-800-663-1411 (toll-free in BC) or email: [cde@sfu.ca](mailto:cde@sfu.ca) or refer to the Website: [www.sfu.ca/cde](http://www.sfu.ca/cde)

The following programs are available in part or entirely through distance education.

**Certificate in Community Economic Development**

**Certificate in Computing Studies**

**General and Advanced Certificates in Criminology**

**Certificate in Ethnic and Intercultural Relations**

**Certificate in Health and Fitness Studies**

**Certificate in Applied Human Nutrition**

**Certificate in Liberal Arts**

**Post Baccalaureate Diploma in Community Economic Development**

**Post Baccalaureate Diploma in Criminology**

**Post Baccalaureate Diploma in Early Childhood Education**

**Post Baccalaureate Diploma in Education**

**Post Baccalaureate Diploma in Gerontology**

**Post Baccalaureate Diploma in Social Policy Issues**

**Bachelor of Arts—Criminology Major**

**Bachelor of Arts—English Major**

**Bachelor of Arts—Joint Criminology and Women's Studies Major**

**Bachelor of Arts—Joint Psychology and Criminology Major**

**Bachelor of Arts—Joint Sociology/Anthropology and Criminology Major**

**Bachelor of General Studies**

**Minor Degree Programs**

Note: A student's goal must be a bachelor's degree from SFU.

Faculty of Arts

Canadian Studies

Criminology

English

First Nations Studies

Gerontology

Psychology

Sociology and Anthropology

Faculty of Applied Science

Communication

Kinesiology

Publishing

Faculty of Education

Curriculum Instruction

Early Childhood Education

Educational Psychology

Elementary School Physical Education

Environmental Education

Learning Disabilities

## UBC Distance Education

<http://det.cstudies.ubc.ca>

### ■ Register for courses through OLA.

The Distance Education and Technology (DE&T) unit of Continuing Studies at the University of British Columbia (UBC) has a long history of developing and delivering educational opportunities to students who are unable to attend the university campus. DE&T has evolved into an academic support unit that works collaboratively with faculty members from all twelve university faculties to develop and deliver courses, programs, and learning materials to a wide variety of students.

Throughout its history, DE&T has established partnerships between the internationally renowned faculty that work, teach, and research at UBC and groups such as OLA and the University Consortium, which allow students from around BC to take courses originating from UBC. In recent years, DE&T has actively extended its collaboration to include a variety of international institutions which, in turn, broaden the scope of course development.

Either through DE&T or in partnership with other units on campus, DE&T provides and coordinates student services, library services, and technical support to all students enrolled in distance education courses. All of these services are specifically tailored to meet the particular needs of students studying at a distance.

Flexibility is an important characteristic of distance education, and DE&T offers a selection of undergraduate, graduate, and certificate courses in: Agricultural Sciences, Applied Sciences, Arts, Commerce and Business Administration, Dentistry, Education, Forestry, Graduate Studies, Law, Medicine, Pharmaceutical Sciences, Science.

Besides printed materials, students encounter a variety of media such as audio, video, CD-ROM, World Wide Web, and other Internet services in the delivery of courses.

Many courses have six sessional offerings each year starting September, November, January, March, May, and July.

Some certificate programs are also available at a distance for students not formally admitted to a UBC degree program. Distance education also assists professionals to continue their education through certificate programs offered at a graduate level.

Academic prerequisites and technical requirements vary according to the courses offered. Students are advised to review applicable course descriptions found in printed calendars and on the DE&T Website.

Details on admission and registration procedures, prerequisites, fees, entry dates, and course completion times are outlined in the *UBC Continuing Studies Credit Calendar*.

To request a calendar or for more information on distance education, refer to the above Website or phone: 604-822-6565 or fax: 604-822-8636 or email: [det@cstudies.ubc.ca](mailto:det@cstudies.ubc.ca)

### Distance Education Programs

Several offices deliver distance education in collaboration with the DE&T office or through separate programs. For information phone or contact as listed.

#### Faculty of Agricultural Sciences

604-822-9702

#### Faculty of Arts

Arts Academic Advising Office: 604-822-4028

#### Faculty of Commerce and Business Administration

Executive Programs: 604-822-8500  
Real Estate Division: 604-822-8444

#### Faculty of Education

Teacher Education Office: 604-822-5242  
Office of Continuing Professional Education:  
604-822-2013

#### Faculty of Forestry

604-822-2727

#### Faculty of Graduate Studies

604-822-2848

#### Faculty of Medicine, Department of Pathology

Bachelor of Medical Laboratory Sciences  
Correspondence Program: 604-822-7108

#### School of Nursing

Outreach Program: 604-822-7449

#### Registrar's Office

Admissions: 604-822-3014

#### Post-Graduate Certificate in Technology-Based Distributed Learning

<http://itesm.cstudies.ubc.ca/info/>

604-822-6565  
Email: [michelle.mossing@ubc.ca](mailto:michelle.mossing@ubc.ca)  
Fax: 604-822-8636

## UVic Distance Education

[www.distance.uvic.ca](http://www.distance.uvic.ca)

- Register for courses through OLA.

The University of Victoria (UVic) has been a leader in distance learning for more than twenty-five years and has specialized in the development and delivery of programs of professional education. Through the Division of Continuing Studies and the Faculty of Human and Social Development, UVic has pioneered a number of different approaches to the delivery of these programs using telecommunications technologies to encourage student-to-student and student-to-instructor interactions.

Students in these distance programs study in a variety of ways. Instruction is provided through faculty-developed course guides, supported by assigned texts and readings. Students engage in critical discussions of course topics with their instructors and classmates, either online or during audio-conferences. Students in some programs may also be required to attend additional short, intensive workshops onsite in their home communities or at UVic. Summer institutes and short immersion courses are also offered. Distance learners have access to UVic Libraries through the INFOLINE Services.

For more information, refer to the above Website.

### Distance Education Programs

For information refer to the Website listed, or phone or email.

#### Certificate in Adult and Continuing Education

[www.uvcs.uvic.ca/csie/cace/](http://www.uvcs.uvic.ca/csie/cace/)

(250) 721-8459

Email: [tec@uvcs.uvic.ca](mailto:tec@uvcs.uvic.ca)

#### Certificate in Computer Based Information Systems

[www.uvcs.uvic.ca/tecweb/cbis/](http://www.uvcs.uvic.ca/tecweb/cbis/)

(250) 721-8459

Email: [tec@uvcs.uvic.ca](mailto:tec@uvcs.uvic.ca)

#### Certificate in Environmental and Occupational Health

[www.uvcs.uvic.ca/eoh/](http://www.uvcs.uvic.ca/eoh/)

(250) 721-8558

Email: [e&oh@uvcs.uvic.ca](mailto:e&oh@uvcs.uvic.ca)

#### Certificate in Public Relations

[www.uvcs.uvic.ca/pr/](http://www.uvcs.uvic.ca/pr/)

(250) 721-8558

Email: [publicrelations@uvcs.uvic.ca](mailto:publicrelations@uvcs.uvic.ca)

#### Certificate or Diploma in Business Administration

[www.uvcs.uvic.ca/busman/](http://www.uvcs.uvic.ca/busman/)

(250) 721-8073

Email: [bus&mgt@uvcs.uvic.ca](mailto:bus&mgt@uvcs.uvic.ca)

#### Certificate or Diploma in Restoration of Natural Systems

[www.uvcs.uvic.ca/restore/](http://www.uvcs.uvic.ca/restore/)

(250) 721-8463

Email: [restoration@uvcs.uvic.ca](mailto:restoration@uvcs.uvic.ca)

#### Diploma in Cultural Conservation

[www.uvcs.uvic.ca/crmp/](http://www.uvcs.uvic.ca/crmp/)

(250) 721-8462

Email: [crmp@uvcs.uvic.ca](mailto:crmp@uvcs.uvic.ca)

Write: Cultural Resource

Management Program

Division of Continuing Studies

University of Victoria

PO Box 3030 STN CSC

Victoria, BC V8W 3N6

#### Diploma in Local Government Management

[web.uvic.ca/padm/Undergrad/courselg.htm](http://web.uvic.ca/padm/Undergrad/courselg.htm)

(250) 721-8067

Email: [hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)

#### Diploma in Personal Planning and CAPP (K-12)

[www.uvcs.uvic.ca/csie/diploma.htm](http://www.uvcs.uvic.ca/csie/diploma.htm)

(250) 721-7871

Email: [education@uvcs.uvic.ca](mailto:education@uvcs.uvic.ca)

#### Diploma in Public Sector Management

[web.uvic.ca/padm/Undergrad/course.htm](http://web.uvic.ca/padm/Undergrad/course.htm)

(250) 721-8067

Email: [hkirkham@uvic.ca](mailto:hkirkham@uvic.ca)

#### Bachelor of Arts in Child and Youth Care

[web.uvic.ca/cyc/programs/distance.htm](http://web.uvic.ca/cyc/programs/distance.htm)

(250) 721-6278

Email: [cycdistance@hsd.uvic.ca](mailto:cycdistance@hsd.uvic.ca)

#### Bachelor of Science in Nursing

[web.uvic.ca/nurs/distance.htm](http://web.uvic.ca/nurs/distance.htm)

(250) 721-7956

Email: [mbrown@uvic.ca](mailto:mbrown@uvic.ca)

Write: University of Victoria

School of Nursing

PO Box 1700

Victoria, BC V8W 2Y2

#### Bachelor of Social Work

[web.uvic.ca/socw/distance.htm](http://web.uvic.ca/socw/distance.htm)

(250) 721-8047

Email: [osborne@uvic.ca](mailto:osborne@uvic.ca)

#### Education

[www.uvcs.uvic.ca/csie/](http://www.uvcs.uvic.ca/csie/)

(250) 721-8944

Email: [education@uvcs.uvic.ca](mailto:education@uvcs.uvic.ca)



## RRU Distance Education

[www.royalroads.ca](http://www.royalroads.ca)

- Contact RRU to register.

Royal Roads University's (RRU) approach to curriculum design emphasizes learning outcomes highly applicable to the workplace and built upon a strong theoretical base. RRU incorporates the expertise of industry, the public sector, and institutional partners in program development and instructional delivery to ensure the highest possible level of program relevance and quality. RRU offers its undergraduate degrees in a variety of formats: accelerated on-campus offerings, evening part-time program (Bachelor of Commerce only), or a combination of short residencies and distance delivery. RRU's graduate degrees are normally delivered through a combination of short (three to five week) residencies alternating with distance offerings. Fall 2002 marks the first offering of a program entirely by distance.

### Distance Education Programs

Individual courses in the following programs may also be available to learners not seeking degrees. For more information, refer to the above Website or phone: 1-800-788-2505.

**B.Com. in Entrepreneurial Management**

**B.Sc. in Environmental Management**

**B.Sc. in Environmental Science**

**M.A. in Conflict Analysis and Management**

**M.A. in Distributed Learning**

**M.A. in Environment and Management**

**M.A. in Knowledge Management**

**M.A. in Leadership and Training**

**M.B.A. in Digital Technologies Management**

**M.B.A. in Executive Management**

**M.B.A. in Human Resources Management**

**M.B.A. in Public Relations and Communication Management**

**M.Sc. in Environment and Management**

## UNBC Distance Education

[www.unbc.ca/regops](http://www.unbc.ca/regops)

- Contact UNBC to register.

The University of Northern British Columbia (UNBC) is one of Canada's newest universities, with a main campus in Prince George and representation across BC's northern interior. UNBC uses the course shell WebCT for its World Wide Web courses. Content has been developed by the instructor teaching the course, in all cases to date, and there is an emphasis on student interaction with faculty. UNBC offers other distance courses by audio-conference. Video-conferencing is limited to fixed locations.

Web-based courses can be viewed on the Web, where they are organized by discipline and the term in which they are offered. At <https://www.robson.unbc.ca> select "Courses Offered" to search current and scheduled offerings. Online registration procedures can also be found on the same page.

To find a contact to help answer questions about distance education, explore the support page at <http://ctl.unbc.ca/websupport/>

**LEARN BC****learnbc.ola.ca****Open Learning Agency's Gateway to Adult Learning**

Learn BC is the online gateway to flexible learning options. Learn BC is a service for adult learners interested in finding out more about non-traditional, distance, and alternate learning options in BC.

Learn BC offers links to all BC post-secondary institutions, plus information on flexible credit transfer, prior learning assessment, credential evaluation, career development, and distance learning opportunities.

Learn BC links to:

- BCCOURSES.COM (described on this page)
- CVU-UVC (described on this page)
- BC University Distance Education Directory (DISTANCE-BC.CA) (described on this page)
- EDINFO, a database of distance education programs in Western Canada
- Opening Doors, a searchable directory of programs offered in BC post-secondary institutions
- Private Post-Secondary Education Commission of British Columbia, a database of post-secondary courses from over 1,000 registered private post-secondary institutions in BC

**BCCOURSES.COM****www.BCcourses.com**

- Contact individual institutions to register for courses.

This directory of post-secondary distance education programs in BC is hosted by the Centre for Curriculum, Transfer and Technology (C2T2). The directory includes over 1,098 distance education credit courses offered by twenty-five BC public post-secondary institutions. Over 325 of these courses are available online. Some are print-based distance courses; others may be delivered by more than one technology.

Links are provided to detailed advising information, course delivery information, and individual institutions. Information may be accessed by course name, subject area, institution, and key word.

Refer to the above Website for details about courses offered by BC's public post-secondary institutions.

**CVU-UVC****www.cvu-uvc.ca**

- Or email [cvu@ola.bc.ca](mailto:cvu@ola.bc.ca) for more information.

BC Open University (BCOU) is a member of Canadian Virtual University-université virtuelle canadienne (CVU-UVC), a collaboration of nine Canadian universities that offer distance and online programs.

When students enrol in a distance program listed on the CVU-UVC Website, they may take courses at any partner university without paying additional admission fees, and are not required to pay the Letter of Permission fee, provided they use the application form on the CVU-UVC Website.

By its membership in CVU-UVC, BCOU offers students more choices about what, when, and how to learn. Students can select from among 1,800 courses in English or in French to meet their schedule, interests, and learning style. The credit earned at a partner university will be transferred to the CVU-UVC distance program a student is enrolled in, provided the course meets the program requirements.

Refer to the above Website for the list of eligible programs and links to partner universities.

**DISTANCE-BC.CA****www.distance-bc.ca**

- Register for courses through OLA or with SFU, UBC, and UVic.

DISTANCE-BC.CA is a self-service Website that provides information about distance learning, access to distance education course descriptions, and links to registration procedures of the institutions involved in the BC University Education Directory. Currently, these institutions are BC Open University, Simon Fraser University, the University of British Columbia, and the University of Victoria.

Links are provided to each institution's Website to access complete course listings, institutional policies, online calendars, etc.

The site also links to education-planning resources, including BCCAT, BC WorkInfoNet, WorkFutures, Guide to Post-Secondary Education, and Opening Doors. A self-test to assess suitability as a distance learner and a glossary of terms are also provided on the site.

Refer to the above Website for information about post-secondary distance education in British Columbia.

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Ph.D. (Montreal)
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B.A. (British Columbia)
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